

ROLES AND LIST OF TASKS

- Rector
 - Review Transition Packet
 - **{TASK}** Identify people from Apostolate who will work on the web site based on the categories listed below. I'll contact you in early October for a list of names and e-mail addresses
 - **{TASK}** Review the new site and ensure that it is complete and ready for the transition.
- People who work on the web site will work in one or more of the following categories
 - Content Editor
 - This person will gather or create the content to appear on the web site. This includes information on the home page, news stories for the apostolate, calendar and events.
 - Some people have artistic talents and skills to create beautiful flyers and posters to promote events and other announcements.
 - Images for Web Site
 - This person would take images at events for the Apostolate. This person also might compress the images and upload them the web site.
 - **{TASK}** Review the Images User Guide for or watch video for Images
 - **{TASK}** Obtain software to compress images¹
 - **{TASK}** Obtain software to upload image galleries²
 - **{OPTIONAL TASK}** – Join one or more of the web training sessions to review working with images for the web site.
 - Web Site Editor
 - This person will use the Joomla software to post content on the web site. For example, this person would update the home page when there are changes of clergy, staff, or Mass times. This person would also post the weekly bulletins. This person might also post galleries of images.
 - **{TASK}** Review the User Guide for Web Site Editor or watch video for Web Site Editor
 - **{TASK}** After you receive login information, log into the administrative area and test your ability to make the following changes:
 - Change information on the home page
 - Post a news story
 - Make an entry to the calendar
 - Add a picture gallery
 - Post a bulletin
 - **{OPTIONAL TASK}** – Join one or more of the web training sessions to review web site editing

¹ A free utility – Mass Image Compressor - is covered in the Image user guide and video

² A free utility – Filezilla – is covered in the Image user guide and video