

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**WEB TEAM**

The purpose of the Colorado State Council (CSC) Epsilon Sigma Alpha (ESA) website is to provide a central location for information, forms, and guidelines for all Colorado State ESA members and non-ESA members. The CSC ESA web site, [www.esacolorado.org](http://www.esacolorado.org/), went live in the fall of 2001.

The web site is updated and maintained by CSC members designated as the **Web Team**. The Team is comprised of the Web Master, who will serve as the chairman, two web assistants, and the Communication Coordinator. The team shall work closely with all officers and chairmen to provide accurate and timely information. **The Web Team** is responsible for the creation and maintenance of the CSC ESA web site. Its primary duties are:

* Upload information as needed in a timely manner
* Maintain all Colorado forms and ensure Colorado’s web is linked to the International Council’s web form
* Insure all links work properly
* Repair web as needed
* Collaborate with Communication Coordinator to synchronize events between other media platforms and CSC website

The web should be updated and ready for publication by **September 1**. All pertinent information for the upcoming year should be submitted to the Web Team not later than **August 15** including:

* The CSC President and Communication Coordinator will provide key information for updating the web after State Convention and throughout the year as necessary:
	+ President’s logo, installation picture, flower, colors, and theme
	+ Yearbook Change Form
	+ President’s Welcome or Acceptance Speech
	+ Future Convention Sites (State and International)
	+ CSC Fall & Spring Board meetings and CSC State Convention information
	+ CSC General Information (Alpha and Chronological formats regarding deadlines for dues and reports)
	+ CSC Officers and Advisors
	+ Committees
	+ Officer’s Chapter In-service Assignments
	+ CSC Chapter and Council Presidents and Treasurers
	+ Lamplighter Officers
	+ List of Active Lamplighters
	+ Rocky Mountain Regional Council Officers and Roundup information
	+ Colorado IC Award Winners following IC convention
* Parliamentarian:
	+ Bylaws, and Standing Rules: The Parliamentarian submits a fully updated copy of the Bylaws and Standing Rules as approved by the membership at State Convention by June 15, or thirty (30) days after the close of the CSC Convention.
	+ Submits proposed Bylaw changes by February 1 for posting.
* Secretary:
	+ Submits minutes for posting upon approval of Minutes Review Committee thirty (30) days after meeting.
* Treasurer:
	+ Submits a list of Chapters/Councils in good standing by January 1.
* Past President/Awards Chairman submits ten (10) days following CSC State Convention:
	+ Outstanding Member
	+ Outstanding Chapter
	+ Outstanding Pledge
	+ Pioneer Member
	+ Distinguished Athenian
* Golden Lamp Editor:
	+ Submits Golden Lamp issues for publication on the web
* Additional Officers / Chairmen:
	+ It is the responsibility of all Officers or Chairmen requiring a form to ensure that the forms posted on the web are the most current.

**The Colorado web consists of the following information:**

* Home Page:
* Overview of ESA in Colorado
* Calendar, Projects, and Officers/Chairmen pages spotlighted and linked
* About Us Page:
* State Profile
* History of ESA in Colorado
	+ Colorado Past State Presidents
	+ Past Award Winners
* Calendar Page:
* General Information: Due dates for reports, dues, and donations
* Calendar of Events:
	+ Individual monthly calendars with events posted to appropriate dates
	+ Links from events to informational posters/flyers, if provided by chapters, officers or chairmen
* Golden Lamp Page:
* Current Issue
* Archived Issues (past five years)
* Subscription Form
* Contact for submitting an article
* Projects Page:
* Major Colorado projects featured with project information and links.
* Fund raising highlights in Colorado where these projects are featured.
* Officers/Chairmen Page:
* Current President’s Theme, Color, Flower, and Acceptance Speech
* Officers
* Officer Guidelines
* Chairmen, Committees, and Teams
* Notices: Minutes, Recaps, Award Winners, Proposed Bylaw, and Standing Rule changes
* Membership Page:
* Colorado map and Chapter locations
* Membership information link and contact
* Yearbook Page:
* All information in the annual CSC Yearbook which **may** include:
	+ Cover – President’s logo and theme
	+ Table of Contents
	+ Website information
	+ Yearbook Change Form
	+ President’s Welcome or Acceptance Speech
	+ Future Convention Sites (State and International)
	+ CSC General Information (Alpha and Chronological formats regarding deadlines for dues and reports)
	+ CSC Officers and Advisors
	+ Committees
	+ Officer’s Chapter In-service Assignments
	+ CSC Chapter and Council Presidents and Treasurers
	+ Lamplighter Officers
	+ List of Active Lamplighters
	+ Rocky Mountain Regional Council Officers and Roundup information
	+ CSC Bylaws and Standing Rules
	+ Information available on CSC website
		- CSC Dues form
		- All CSC forms
		- Past State Presidents (Listed by years of service, theme, convention city, and convention theme
		- Outstanding Member of the Year
		- Outstanding Chapter of the Yar
		- Pioneer Member of the Year
		- Distinguished Athenian
	+ Information available on HQ website
		- Headquarters Information
		- IC Dues form
		- IC Officers and Committees
		- ESA Foundation Directors and information regarding programs
* Bylaws
* Standing Rules
* Forms and Guidelines
	+ Linked to CSC forms page
	+ It is the responsibility of all Officers or Chairmen requiring a form to ensure the forms posted on the web are the most current.
* Ceremonies and ESA History linked from the ESA Headquarters website
* Contact Us:
* ESA Headquarters
* ESA IC Council
* Colorado State Council
* Facebook links
* The Web Team members contact information

* Links:
* ESA websites and Facebook pages
* ESA State links
* ESA International project links

**Note:** All files containing personal information (telephone numbers & addresses) will require a **password**.

**To Maintain Web:**

This web site is produced in an html format and resides on a server hosted by GoDaddy.

Domain name: esacolorado.org

Account number: 217732897

*Software needed:*

* Software that produces/edits html files
* File Transfer Protocol (free download at <http://www.download.com>)
* Internet connection

*File Transfer Protocol – we use “FileZilla”*

(Software that allows uploading to the web)

First, download *FileZilla* from [http://www.download.com](http://64.4.38.250:80/cgi-bin/linkrd?_lang=EN&lah=3a16443588548f96a940b5762190e8be&lat=1077456531&hm___action=http%3a%2f%2fwww%2edownload%2ecom) and install it. After it’s installed, you'll want to run the program.

**Process:**

* Your PC must have the home page to [esacolorado.org](http://www.esacolorado.org) residing on it and all supporting files.
* Create/modify web page in your html software.
* Be sure to link all appropriate documents to the web page being modified.
* Save web page and all related linked documents to your web directory on your PC.
* Connect to the internet.
* Run your FTP program and enter below FileZilla information.
* Arrange files by date by “date modified” on local site.
* On Remote Site, go to “public\_html” and open to reveal files which will receive uploads.
* Transfer all updated files to web site via your FTP program using a drag and drop method (from Local site to Remote site).

**FileZilla:**

Host: 107.180.58.52

Username: jfdh0mduuc0e

Password: (see current webmaster for password)

Local site: Where you have **your** Web Files stored (i.e.: *C:\Documents and Settings\Candie\My Documents\My Webs\myweb\*)

Remote Site: **GoDaddy** (The company hosting our website)

Online at <https://www.godaddy.com>

24/7 Support +1 (480) 505-8877

GoDaddy account includes:

Annual renewal:

Economy Linux Hosting with cPanel

Essential Website Backup 5GB

Managed SSL

Renew Every five years:

Domain Name – 2018, 2023, 2028,2033,2038, etc.