

This task summary needs to be revised for “new” way of showing schedule (based on Excel file) – yellow highlighted text may not be correct.

WHEN: after every meet

WHAT: if meet director hasn't sent you results within one or two days after meet, contact meet director and get results. Format results to be consistent with format of previous results. Make PDF of results, put in Archive folder in current year folder, and make sure it shows up on the home page. The results filename must be in following format:

yyyy-mm-ddresults.pdf

where: yyyy = four-digit year mm = two-digit month, dd=two-digit day; all letters lowercase.

example: 2007-05-23results.pdf

WHEN: soon after the annual meeting in September

WHAT: after the annual meeting in year N...

Copy the following file from folder Archive/N-1 to folder Archive/N: N-1sponsors.doc
Change file prefix from N-1 to N. Edit the new sponsor file and create a PDF titled Nsponsors.pdf

Create a new folder N+1 in the archive folder

Copy the following files from folder Archive/N to folder Archive/N+1: Nofficers.csv Change file prefix from N to N+1. Edit the new csv file and enter the new board member's information.

Add temporary messages to announce/thank any new board members and the year's sponsors

WHEN: late December

WHAT: near the end of year N make sure that the following are in folder Archive/N+1: N+1schedule.xls, N+1schedule.pdf, N+1_season_points.pdf, N+1schedule.ics; also, create N+1scheduleGoogle.ics, go to Google account, reset calendar with N+1 data.

WHEN: early January

WHAT:

1. make sure the next event is found (ARCTnext.php)
2. test links to current year's schedule (php, pdf, ics) and officers.
3. check the Archives link and test previous year's links.
4. update the classroom training and training-O items in the temporary messages database

WHEN: prior to board meetings

WHAT: add a temporary message to announce the meeting (haven't done this consistently)

WHEN: after board meetings

WHAT: when the secretary distributes the minutes, rename them “minutesyyyy-mm-dd.pdf” and put them in the minutes folder on the website

WHEN: occasionally

WHAT: check the links in the “links” link!