

LALG WEBSITE BACKGROUND INFORMATION FOR EDITORS

Here are few pieces of background information that you should consider when editing your group's web page:

The website database is linked to the Membership database – this provides names, passwords and access permissions; other features will be introduced as integration of the databases proceeds. This means you must not share your password with anyone else, even just while you go on holiday. There is no problem with a single group having more than one person able to edit the pages and events, just let the web editors team know anyone else to add in.

You are responsible for what you publish:

- check you have permission to publish any text or images that are not your own, and that there are no copyright implications. There have been cases of Societies similar to ours being “fined” by people whose photos were copied from the internet without the necessary permissions/attributions.
- make sure you have the permission of anyone you mention or publish a picture of, even if they are members of the group: a person's image is now part of their personal data and comes under GDPR
- make sure any 3rd party websites you link to have appropriate “family-friendly” content

The webtech team performs updates from time to time. Most of these are minor and so are done in “maintenance mode” at unsociable hours and take a few minutes. They are not always announced in advance – logins are suspended temporarily and an explanatory note placed on the home page. Big upgrades take longer and generally take place only every couple of years. They are planned in advance and everyone is informed so you can plan your work.

The website is a database. This means that if you don't click on the SAVE button your work will be lost when you leave the page - there is no auto-recover or other option. But this does mean that if you get in a mess you can just hit the BACK button (on the browser menu) to exit without saving, and then start again. Similarly, you can use multiple windows but be careful – the last window you hit SAVE in will be the version that is kept.

Events are displayed according to the date on which they take place. The system will publish automatically all events that have yet to take place, then stop publishing them a week or two after they have taken place. This is to avoid a group appearing to be defunct because no activities are listed. Therefore, you do not need to delete anything, the system will handle it for you. (While you can delete events if you wish, it can be useful to have them there for reference purposes as they are accessible via the search function.)

The diagram below gives a conceptual overview of the website organisation.

