

## BUSINESS MEETING – CLASIC CONFERENCE, FALL 2017

### WEBSITE UPDATE: VP TECHNOLOGY

---



The CLASIC Executive Board has committed substantial time and effort to ensuring a quality website for member usage. An overview of the process, specific accomplishments, and future goals are detailed below.

#### July 2017

- Purchase of 1) Website theme [Goodlayers] and 2) 1-year tech support [Ticksy].

#### August 2017

- Implementation of new theme by contracted Web Editor.
- VP Technology creates structure for: Home Page, Recent News, Board Bios, FAQs, Job Opportunities, Annual Board Meeting Notes.
- Manager logins created for all Board Members.
- Attempted All-Board website training with Web Editor. Scheduling conflicts result in postponement.
- Error occurring whereby Membership Registration and Conference Registration and PayPal payments are not synced. Book Now contact form content not reaching CLASIC and members not receiving receipts.
  - VP Technology implements password protection on related pages, to prevent user and Board confusion.
  - For Fall 2017 conference, Board utilizes Google Form and Paypal invoice as temporary solution.
  - Daily communication and collaboration amongst VP of Technology, Contracted Web Editor, and Ticksy Support Team to resolve issue. Ongoing coding, plugins, and troubleshooting attempted to resolve issue.
- VP Membership trained by VP Technology on website editing and manager interface. VP Membership takes ownership of Member Directory page.
- Tech Support (Ticksy) has organization-wide security concern; VP Technology secures CLASIC website.
- Resolution of Book Now receipt issue. Users successfully receive PayPal receipts for Become a Member and Conference registrations.

#### September 2017

- Continued daily troubleshooting amongst VP Technology, Contracted Web Editor, and Ticksy Support Team to resolve Book Now contact form error.
- VP Technology begins development of comprehensive Website Management Training Guide for Board usage.

#### October 2017

- Resolution of Book Now contact form error (Membership and Conference).
  - Password protection remains, due to active Fall 2017 Google Forms and Invoice process.
  - System in place for Spring 2018.

#### Upcoming: December 2017

- During Board meeting, VP Technology will facilitate website training.
  - Board will determine role responsibilities for unassigned website areas: Career Outcomes, Call for Conference Proposals, Post a Job, Open Positions, Bylaws, Annual Board Meeting Notes, Fair Dates, Past Conference Resources, Related Organizations, Operations Timeline, About Us, Membership Benefits, Board Bios, History.

#### Questions

- CLASIC VP Technology
- Kimberly Greene, MS
- [kimberly.greene@vanguard.edu](mailto:kimberly.greene@vanguard.edu)
- 714-619-6475