Website Administrator

The website administrator takes care of website updates, event registrations, set up of Zoom links, sends out links to events to attendees, and attends virtual events to open/manage the room (or assigns another Board member). They also assist with membership committee roles.

Website updates:

- Log into Weebly and edit relevant section, hit publish when done
- Add meeting minutes to the member section of website

Approx. 2 hours monthly (as needed)

Ceilidh: monthly except for July/August

- Set up zoom link once annually to repeat 10 times
- Monitor registrations
- Send link to registrants on event day
- Attend to open/manage the room

Approx. 3 hours monthly

Classes: September, November, January, March

- Set up zoom link as needed to repeat 5 times
- Monitor registrations
- Send link to registrants prior to session start date

Approx. 2 hours per session

Fèis/AGM: October

- Brainstorm ideas with event committee
- Set up zoom link as needed to repeat 5 times
- Monitor registrations
- Send link to registrants prior to session start date
- Attend to open/manage the room

Approx. 4 hours annually (plus attend event)

Other events: as needed

- (if online) Set up zoom link as needed
- Monitor registrations

- Send link to registrants prior to session start date
- Attend to open/manage the room

Approx. 2 hours per event (plus attend event)

Membership: (Website Administrator or Membership Chair)

- Add members to the members section of website

Approx. 1 hour monthly (as needed)

Total Time required: Avg. 8 hours monthly (as needed, plus attend events)

- Website updates - *Approx. 2 hours monthly (as needed)*
- Ceilidh - *Approx. 3 hour monthly*
- Classes - *Approx. 2 hours per session*
- Fèis/AGM - *Approx. 4 hours annually*
- Other events - *Approx. 2 hours per event*
- Membership - *Approx. 1 hour monthly (as needed)*

Instructions for managing the Weebly Gaelic Society Members Only Page:

Add **Members**:

1. Log into Weebly
2. Click on “Edit Site”
3. From the top menu at left, click on “Settings”
4. From the left vertical menu, click on “Members”
5. Click on the “+ Add Member” button
6. Enter the email address into the “Email” box
7. Enter the first and last name in the “Name (optional)” box
8. Add a message into the email invitation box:
   Thank you for your support with your membership purchase. Included in your membership benefits is access to the Member site login. This is your invitation to log in. If you experience any issues, please email us at gaelictoronto@gmail.com
9. Ensure the box for “Email member an invitation to log in” is checked
10. Click the green “Add Member” button when finished

**Annually, remove all members from Weebly and start fresh at the AGM

Add **files** to the Member site:

1. Log into Weebly
2. Click on “Edit Site”
3. From the top menu at left, click on “Pages”
4. From the left vertical menu, click on “Ionad nam Ball / Members Centre” link
5. Update text and add links to documents the same as other website pages