

**PSOA****Peninsula Soccer Officials Association**

Serving Hampton Roads, Virginia



PSOA WEB POLICY

Purpose: The purpose of this document is to define the guidelines for posting information on the official PSOA Website.

Official Website: www.psoa.us

The PSOA Website is hosted by “Web Hosting by Yahoo!”. There is an annual fee for this service and is reviewed and approved at the Executive Committee meeting when up for renewal.

Webmasters

Webmasters should be computer literate and should have some knowledge of html and have a general understanding of website layout, design, and technology. The website uses web building tools to make it easy to design and update.

Accessing the Website to Post Information – for Webmasters

To access the website to maintain and post updates:

- Go to <https://login.yahoo.smallbusiness.com/login>
 - Enter Username and Password (stored elsewhere)
- Click “Go to the Web Hosting Control Panel” at the bottom of the page in the center. Wait until the site is fully loaded – icon stops swirling in page tab.....
- Click “Create and Update” at the top left. Wait again.....
- Click “Site Solution” and wait again until the Home Page appears in edit mode. You are ready to go.
- Current webmasters should pass along any information and tips on how to navigate, etc to any new co-webmasters.
- Make Edits, Save, Publish

Content

All information posted on the PSOA website shall be PSOA (soccer, referee, etc) related. Personal items such as “Car for Sale” will not be posted. However, we can post certain personal information if submitted: for example, births, deaths, get well wishes, etc. for PSOA and family members.

Submission of Information

Information is to be sent to the Webmaster. The information should be complete and in some kind of document form. Pictures can be posted also. The following can be submitted but not limited to:

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- Articles
 - Articles should be submitted via an email message or word document. Webmasters will not write articles for submitted items.
- Pictures
 - Pictures can be in .gif or .jpg format.
 - The picture file size should be kept under 50k.
- Links
 - Links to relevant soccer sites can be added to the **Links** page
- Events
 - Events such as Certification Clinics, State Referee Classes, high profile soccer matches that may include our referees (or not) can be posted.
- Schedules
 - Calendar of events
 - League Schedules (play dates)
 - Clinic dates
 - Deadlines for applications

Posting Procedures

All items submitted for posting will be handled as follows:

- Submissions will be looked at to see if PSOA related.
- If deemed PSOA related the following will happen:
 - Webmaster will post information under the appropriate link/category.
 - Webmaster may forward the information to one of the alternate webmasters for them to post to the site.
 - Webmasters will notify the submitting party that the information has been posted to the web.
- If the Webmaster deems any submission “non-PSOA related”, the submission will be forwarded to the PSOA Board members for review. If after the review process, the Board deems the article PSOA noteworthy, the webmaster will be notified to go ahead and post it. If the Board decides it should not be posted, the submitting party will be notified by the webmaster that the information will not be posted at this time as it has been determined by the board it is not PSOA related.

Posting Frequency

Updates to the website will be done as soon as possible. Normally within 3 days.

Errors/Out of Date Info

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Any errors and out-dated info noticed on the web site should be reported to the Webmaster immediately for correction.

Ideas

All ideas are welcome.

Backups

Yahoo performs daily backups and can restore our website in case of catastrophic failure.

Mark Rader – Webmaster mrrader1@cox.net
Don Reese – Webmaster reeser2@gmail.com