

Webmaster

These are the actions I have been performing to keep the website updated.

1. The DSS website is hosted by GoDaddy - Customer Number: 23687192. Our IP address is 107.180.50.9 and the ID is dgreen16. Steve Kiesling and Rick Shomsky will have the password. I use FrontPage 2000 as my web page editor, but any web page editing program can be used, including Word.

2. The main actions are uploading files to the website – either updated text or (for the monthly competitions and the DISE) folders of images. You upload any changes or additions using an FTP Transfer program. I have been using FileZilla, which is free and easy to use. <https://filezilla-project.org/>

3. The main updates I make:

- a) Once per season, replacing the competition topics on the Meetings page.
 - b) As needed, updating the current members images on the Membership page.
 - c) Once per year, adding the information for the latest DISE (entry form and closing date).
 - d) After the exhibition, adding the DISE results and galleries to the Exhibitions page.
 - e) Each month, after getting the competition images from the Awards Chair, create an HTML5 web gallery using SPM with the image in the order they were judged, adding the awarded images at the end with captions of the title, maker, and award. See the current Gallery page for examples. Send the link to the gallery to the Zoom host (currently Al Huberty) for the meeting. After the meeting, add the link to the Gallery web page.
 - f) Once per year, create a gallery with all of the awarded images for the year, ending with the Image of the Year and the HM awards. Post the link to the Gallery page.
 - g) As needed, post other documents or updates (example, the updated DSS Handbook on the home page or the Library contents on that page. Also post links to new tutorials on the “How To...” page).
3. Once per year, arrange for payment to GoDaddy for the web hosting and the Domain Name renewal (Detroit3D.org). Pay the bill and get reimbursed from the Treasurer.