

WEBMASTER RESPONSIBILITIES

1. Keep VAL website up and functioning

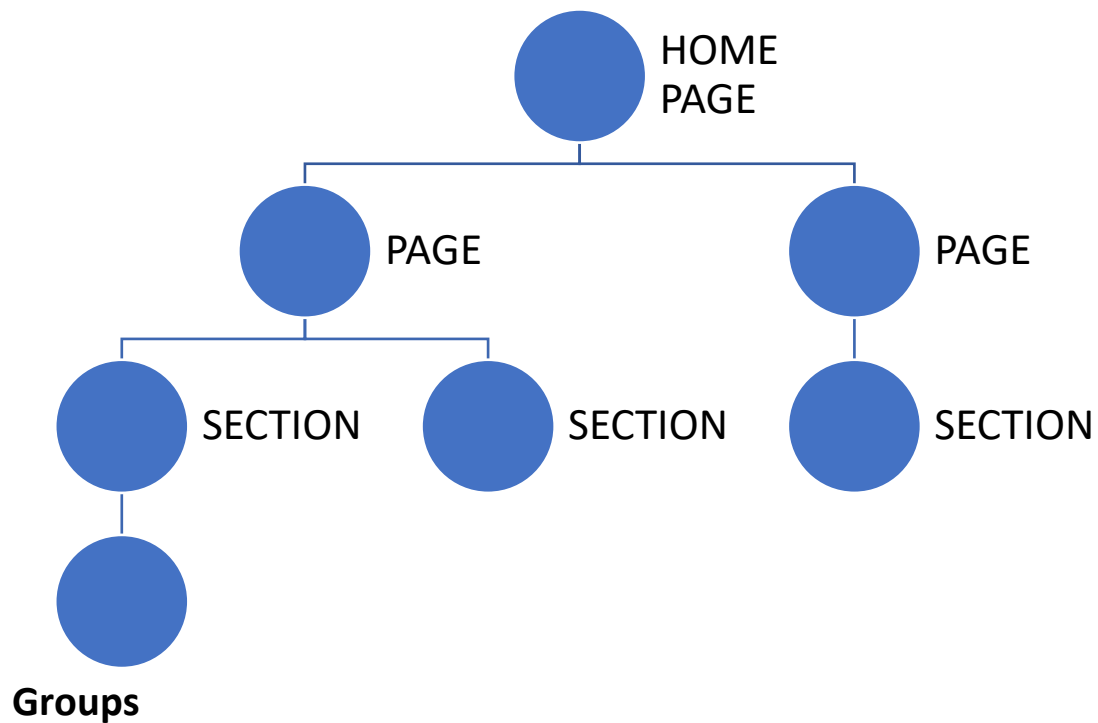
Periodically check that website is online, accessible, and available. Check using various browsers, such as Microsoft Edge, Firefox, Google, Safari.

If unable to access the website, make a note of the error and contact GO DADDY support (refer to GO DADDY contact document) to resolve the issue asap.

2. Maintaining website

- Keep informed of all activities in VAL and periodically contact the VAL members coordinating the various events.
- As soon as possible, reflect the new information about VAL events.
- Modify the website layouts and design when needed.
- Check Google Analytics to get website usage.
- Use GO DADDY available tools to keep VAL site on good web search level (SEO)
- Run backups periodically and make a note of the latest backup date, in case restore is needed.
- Delete any non-used pages and sections.

GODADDY ORGANIZATION



HOME PAGE: Menu and the latest information about VAL. The idea is to give the viewer quick info about VAL recent activities. It contains:

- Current and incoming shows
- Incoming workshops
- Recent VAL Happenings

- Calendar
- Newsletter
- Comments and inquiring

Action buttons are used within pages to provide more details about the event and activities.

There are pre-established pages and sections for a variety of uses, such as Photo Gallery, About, Content that can be customized as needed. There is a maximum of 50 pages for the website and 20 sections per page. It is advisable to keep the number of pages to the minimum possible, as to keep the site simple and provide good performance.

Pages not more in use should be deleted

To add files, use special section FILE.

To add a PayPal option, use the PayPal button.

Use Settings, Site History to create backups and restore images.

Edit site will automatically save the changes. Once satisfied click publish to make it active and available to viewers in the WEB.