How Things are Posted on the Kactus Kickers Website
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Purpose

The following is provided to explain how Kactus Kickers hiking information is generated, processed, stored and posted on the website and how the process is supported by various members of the club.

Scope

This explanation does not cover everything that is posted on the website, only the items that are frequently posted and updated. They are:

1. Activity Notices
2. Attendance Notices
3. The 3 Participants Mileage and Point Reports
    a. By Mileage
    b. By Points
    c. Alphabetically
4. Activity Schedule
5. Pictures

There are three sets of software, two with their own file sets and one additional file set that supports this process.

The first is a data base (Microsoft® Access) which is maintained and kept up to date by the Data Base Manager (Bill). Its associated files contain the information listed in items 2 thru 4 above.

The second is an HTML Editior (Coffee Cup®) which is maintained and kept up to date by the Webmaster (Rolly). It contains what you see, including formats, on the website but is not the website and does not link directly to the website. Everything that is posted on the web is entered or linked into the files for this software.

The third is a file transfer software (Ipswitch) which is used by the Webmaster (Rolly) to upload the website information created in Coffee Cup® to the website.

The additional file set is a folder containing all of the hiking club information, except financial, including copies of items 1 thru 4 above that is maintained and kept up to date by the Webmaster (Rolly). Files, items 1 thru 4, in this folder are linked by Coffee Cup® for uploading to the website.

1. **Activity Notices**

Activities Notices are generated by hike leaders in Word using the activity notification template and forwarded to the Webmaster (Rolly) and the Data Base Manager (Bill) in Word or .pdf format.

The Webmaster (Rolly) will convert to .pdf, if received in Word, and post on the website.

If the notice is late and it is getting close to the activity date a copy should be sent to the Corresponding Secretary (Bob) as well. That way he can include it in his periodic e-mail updates. Bob's preference is, however, to provide a link to the website notice.

2. **Attendance Notices**

Attendance Notices are generated as hard copies by the hike leaders using the sign in sheet template. Sign in sheets should be hand delivered to the president (Rolly) or scanned (pdf) and e-mailed to the President (Rolly) and the Data Base Manager (Bill).

If hand delivered to the President (Rolly) he will scan and forward to the Data Base Manager (Bill).

The Data Base Manager (Bill) will then enter the information into the Access database and create the official attendance report which he will forward to the Webmaster (Rolly) in pdf format.

After the Data Base Manager (Bill) sends the official attendance notice to the Webmaster (Rolly) he will post it on the Website.

The Webmaster (Rolly) can post scanned copies of the sign-in sheets if requested however the participant's mileage reports will not be updated until the official attendance notice has been completed by the Data Base Manager (Bill). Scanned copies posted will be replaced with the official notices as soon as they become

available.

3. The 3 Participants Mileage and Point Reports

When the Data Base Manager (Bill) receives the sign-in sheets and enters the information into the data base to create the official attendance notices, the information for these reports is automatically updated. Periodically the Data Base Manager (Bill) will print the reports in pdf and forward to the Webmaster (Rolly) who will post them on the web. Please note that these reports will only reflect what is on the website in the official attendance notices.

4. Activity Schedule

During the year, when activities are added, deleted, edited or moved on the schedule, the Data Base Manager (Bill) will update the activity schedule in the data base and forward a pdf copy to the Webmaster (Rolly) who updates the copy on the website. The Webmaster (Rolly) will also revise the information on the Activities Detail window on the website accordingly. Most of the time, the Activity Schedule and the Activity Details will be in agreement. If not, the activity leader(s) should be contacted for clarification.

5. Pictures
The process for getting pictures posted is provided by a link in the "Activity Details" window on the website. When a set of pictures is created, a link is sent to the Webmaster (Rolly) who will post the link on the web.. If anyone is struggling with the process for creating links, contact Bill since he has become the prime, and therefore expert, submitter.