

## **Webservant Procedural guidelines**

- Regularly check the Webservant@saltlakeaa.org email account and respond appropriately to all inquiries
- Login to Google as Webservant@saltlakeaa.org (Password should be changed with each rotation)
  - Go to My Drive and open the folder named “Committee Docs”
  - The document named “Credentials” contains the links and passwords to the following: Wordpress, Tech Soup, Microsoft Volume License, Dreamhost, Meeting Schedule, Google Analytics, Google Apps and Google Admin

### **WordPress**

- WordPress is free, open source publishing software (Content Management)
- Login to the Dashboard to add, modify or remove items that are displayed on the website
- Minutes of Meetings, Financial statements and event fliers are uploaded through the dashboard
- Events are added to the Events calendar

### **Tech Soup**

- Non-Profit support

### **Microsoft Volume License**

- Volume Licensing Service Center
- 5 licenses each for Windows 7 Enterprise and Office 2010

### **Dreamhost**

- Our host provider

### **Meeting Schedule**

- Basic Meeting List Toolbox Administration
- Add, delete and modify meetings listed on the Central Office website
- Add, delete or Modify requests are sent through the website (saltlakeaa.org/meeting-changes/)
- After they are verified modifications are made in the Toolbox
- The request is then sent to Mel who updates the printed version
- The original request is preserved in a “Completed” folder
- We have giving permission to the “Meeting Guide” app to access our meeting information

### **Google Analytics**

- Statistical information reported monthly to the CO Reps,. This is now in an app; “Google Analytics”

### **Google Apps**

- Various apps from Google

### **Google Admin**

- Admin console; Manage users, company profile, apps, etc.