

DKG Oregon State Conference

May 17 – 19, 2024

Running Y Resort

Klamath Falls, Oregon



WEBMASTER AND SUPPORT

Annual Report: 2023 – 2024
Grace Pitzer and Stevie Viaene

Jobs:

Maintain the DKG Oregon **Website:** *dkgoregon.com* .

- Acquire information from various state officers and committee people to place on the website.
- Update the Leadership page when state officers change, 2023
- Update the Chapters page when the chapter officers change, 2024
- Upload and publish the latest issue of *The New Oregon Trail* to the Newsletters page.
- Maintain a running list of due dates and the president's; schedule.
- Update documents on the Resources page, when notified of changes.

Maintain and Update the State **Conference/Convention Website:** *dkgoregonconvention.weebly.com*

- Acquire graphics and logos for the convention/conference
- Acquire site, hotel information and post on the hotel page
 - Include location
 - Reservation information
 - Amenities, etc.
- Publish the Conference Daily Schedule
- Publish Workshops and Guest Speakers
- Publish All Committee Reports

Work with the state Editor for consistency of information. **All information should be sent to BOTH the Editor AND the Webmaster.**

Cost: Annual fee for Weebly Pro Account is paid by the treasurer, Vickie Jackson. \$53.90

I have a Pro Account with Zoom and am reimbursed for ½ the annual fee by Vickie. \$79.95

Problems and Solutions: We are looking for a better way to organize the information about Award Winners, etc. I am working with Marie, our Editor on this. We are also looking for ways to connect with FaceBook and other social media platforms. Kim Brown will help with this.

Technology Used:

I use the web-based Application “Weebly,” which is now owned by Square. I have not yet moved my account over to Square, but they assure me it will not make any changes to our existing website.

I use Microsoft Office, mostly Word for word processing since it is the industry standard. I own my own account for this. I also use Photoshop occasionally and own the subscription for it.

Support:

Stevie Viaene is my back-up co-webmaster. She has all the login information and can make changes as needed to the website. We have had discussions about how to make changes to the site.

