

# Website Maintenance Guidelines for Regional Officers

October 2009

Thanks for the interest in helping maintain your region's section of the wwoa website. The site is developed to make routine maintenance pretty straight-forward.

Once a decision has been made as to who will be updating the site, contact [Scott Thompson](#) so that the proper member names can be given access to the updating features of the site. When these individuals login at the site, there will be different options available to them in the left-side navigation bar.

Clicking on the "Regional Information" link will bring up five edit options for your Regional page.

[Regional Officers](#)  
[News Updates](#)  
[Meeting Minutes](#)  
[Photo Galleries](#)  
[Meeting Schedule](#)

Clicking on each of these will bring up input pages for making updates for that particular option. Watch for these button links to help navigate through the pages:

[Add New](#)

[Back](#)

[Edit](#)

[Delete](#)

Any Regional Page updates send an email notice to Scott Thompson.

If you do add photos or files to your Regional Pages, consider sending Scott a copy of those items for archiving.

Thanks again for getting involved with your Regional website. Once comfortable with making the routine updates, there's no limit to what the pages can do for your Region.