



Bracknell Conservation Volunteers Post holder specification Webmaster

1. Required Competency: HTML and CSS (the markup and style languages for building web pages). A good tutorial and reference guide can be found at <https://www.w3schools.com/>
2. The website is hosted at <https://m247.com/>. The BCV files can be accessed by logging in at <https://hosting.m247.com/accounts/M247-11556> (*username and password required*). Once logged in, access bracknellcv.org.uk via the hosting tab. Then two further clicks (hosting and file manager) bring up the web pages with all the usual file manager tools including upload.
3. File management via step 2 above is only required for major work such as folder creation. A more straightforward method of file management is to add a network location on the Webmaster's PC via the Windows Explorer Add Network Location Wizard. The required information is
 - Site = <ftp://bracknellcv.org.uk/wwwroot/>
 - Username= bracknellcv (*also password protected*)
4. A complete copy of the website is held on the Webmaster's PC. Routine updates are done by directly editing the html code using the *notepad* utility. The locally updated copy is validated by viewing it in a browser (e.g., google chrome). The upload to the network location is completed via a copy and paste.
5. The following routine website updates are required:
 - Upload and link the routine Newsletters provided by BCV Secretary
 - Keep the Task List up to date taking input provided by the BCV Task Manager
 - Add any new sites to the BCV Sites List
 - Periodically refresh the Task Photos taking input from the BCV Photographer's Google Drive.
 - Any other updates/improvements as suggested by BCV Chair or members (e.g., Covid announcements)
 - Annual archive of previous years tasks/photos/newsletters.

