







Western Australian School Library Association

Monthly Report

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| --- | --- |
| Date: | February 2011 |
| Position : | Website Manager |
| Name: | Kate Flowers |

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| **No** | **Item** | **Action** |
| 1. | * Sub menus for Committee Resources (Monthly reports, JDFs)
 | Created |
| 2. | * Weekly mailouts page in sub menu
* Creating lots of sub menus which looks messy. Think we may have to spend the $150 and get Insilico to create drop down menus.
 | Created under Members Only page |
| 3 | * Create new membership cards for 2011
 | Institutional membership card complete. Forwarded to committee. Waiting for new membership renewal form to finish other categories. |
| 4 | * February is…. Create page
 | Created under Links page. |
| 5 | * 2011 membership form/s for website
 | Uploaded |
| 6 | * Weeks 1-4 mailout through members email
* *Remember to use BCC to hide multiple addresses*
 | Complete |
| 7 | * Upload 2011 PD calendar
 | Complete |
| 8 | * Add Library Conference logo and link to homepage
 | Complete |
| 9 | * Create card template
 | Complete |
| 10 | * Authorising new members for website access
 | Ongoing. Need to know who’s renewing from EO |
| 11 | * Upload PPT from Literacy PD 26th Feb.
 | Complete |