







Western Australian School Library Association

Term 1 Report

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

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Action** |
| 1. | * 2011 GiggleIT projects announced | Information uploaded to homepage |
| 2. | * Add sub menus to Members Only resources for quicker navigation * Is it possible to have drop down menus to save space? (Especially as we want to use for Committee area page too) | Completed  Emailed insilico. $150 for 1 hour of work. Need more things for them to do to make it cost-effective? |
| 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 | * Primary library monitors question and reply received from Mary. | Uploaded to FAQs page |
| 5 | * 2011 membership form/s for website | Received and updated |
| 6 | * Sub menus for Committee Resources (Monthly reports, JDFs) | Created |
| 7 | * Weekly mailouts page in sub menu * Creating lots of headings which looks messy. Think we may have to spend the $150 and get Insilico to create drop down menus. | Created under Members Only page  Drop down menus created |
| 8 | * February is…. Create page | Created under Links page. |
| 9 | * 2011 membership form/s for website | Uploaded |
| 10 | * Weeks 1-4 mailout through members email * *Remember to use BCC to hide multiple addresses* | Complete |
| 11 | * Upload 2011 PD calendar | Complete |
| 12 | * Add Library Conference logo and link to homepage | Complete |
| 13 | * Create card template | Complete |
| 14 | * Authorising new members for website access | Ongoing. Need to know who’s renewing from EO |
| 15 | * Upload PPT from Literacy PD 26th Feb. | Complete |