Maintaining the TC Website

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Background

• Purpose of website
  • Provide meeting information to TC members
  • Showcase TC activities to attract interest and new members

• Features of website
  • Basic text editor – no html necessary
  • Autoload of membership roster
  • Autolink of minutes and agenda after upload
  • Mobile friendly – pages adjust for mobile devices
  • Help button links to instruction manual
Steps to Maintain the Site

• Actions to perform by 60 days after the meeting - due date for posting of minutes.
• Actions to perform 2-3 months before a meeting: i.e. when the program comes out.
• Actions to perform 30-45 days before the meeting - due date for posting of agenda.
• All actions will be demonstrated after this brief presentation.
• Other items to post as desired.
By 60 days after a Meeting

- Upload the draft minutes.
- Replace previous draft minutes with final version.
- On the Home page
  - Change conference location to upcoming city and state.
  - Update meeting dates and delete room info.
- On the Meetings page, change conference location.
- If you want a history of your programs, move program info from Meetings page to “Program” section of Functions page.
- Upload and link any provided presentations to the “Presentation” section of the Documents page.
3 months prior to Meeting

- Post technical sessions being sponsored or cosponsored to the Meetings page.
- Otherwise post that the TC has no technical sessions scheduled.
30-45 days prior to the Meeting

• Delete old agenda and post new agenda.
• Update Home page with committee meeting info.
  • Ensure all committee and subcommittee meetings are listed.
  • Ensure dates and times are correct.
  • Add room locations.
Other Possible Items

• Add pertinent info to the bottom of the Home page, such as
  • Announcing a research project out for bid.
  • Announcing a standard out for review.
  • Requesting new members or assistance with TC tasks.
• Post final research report info (not the report) to the “Research” section of the Documents page.
• Post new research projects to the “Research” section of the Functions page.
• Post information about Special Publications to the Documents page.
E-mail info

• **MORTS@ashrae.net**
  • Login help
  • Website maintenance questions (If not found in Help area of website)

• **TACcoord1@ashrae.net**
  • Training questions or needs

• For copies of your minutes and agenda for posting, contact your TC Chair
  • **tcxxxx@ashrae.net**
    where xxxx is your TC’s four digit designation.