

DCM / Webmaster – New Website Process

District Webmasters are the point of contact between the District, Groups, and the Website. GSRs should be directed to send meeting updates and group events to the District Webmaster. If the District does not have a webmaster, then the DCM should be responsible. **It is up to each District to define the role.** The technology committee will be bringing back the Webmaster’s round Table, which will meet via Zoom in between Assemblies.

Ideally, the District Webmaster would be responsible for the following:

- Monitor the District Page for accuracy
- Communicate any District needs for the page
- Meeting Updates
- Add a new Group
- Submitting Events, including a flyer (PDF)
- Add to District Page content that can be added:
 - Change the District Image
 - District Committee
 - District Guidelines
 - District Documents
 - District Minutes – Up to 3 months storage
 - Newsletter – Up to 3 months storage
 - DCM Notes to the District
 - Contact Us – Email will be sent to the DCM with the inquiry
 - Contributions with PayPal – District PayPal Merc # would be needed
 - Banner Image



The Events Calendar

- Search for your Districts events by entering “D#” or entering the “event name” in the search bar.
- At this time District events cannot be displayed on the District page.

The Forms - Area 39 > Service Portal – Password Protected

Requests

[Existing Meeting Update](#)
[Add a New Meeting](#)
[Remove a Meeting](#)
[Change Group Information](#)
[Add a New Group](#)
[Add District Page Content](#)
[Add Committee Page Content](#)
[Add an Event](#)
[Change or Remove an Event](#)

Resources

[GSR Report Form](#)
[DCM Report Form](#)
[Committee Chair Report Form – Coming Soon!](#)

[Sign Up for Mailing Lists](#)

[Schedule a Virtual Service Meeting](#)

Contribute to Area 39

District Pages - Area 39 > Districts

- Once individual District Coverage Maps are developed – they will be added to the district pages
- Resources List
- District List

We suggest that each webmaster go to their district page and proof it.

- Are the meetings correct?
- Are the Counties correct?
- Are documents missing that you would like to add?

NOTE: Districts that are considering retaining their current District WAMO websites (6 / 14 / 16)

- A link will be provided on the District page.
- All the above responsibilities will be handled by the District on their independent website.
- The District will be responsible for maintaining their websites.
- A hosting account and domain registration might be needed and billed directly to the District.
- Please contact Cheri Jones for more information if you want to keep your website.