Webmaster Reporting for March 2024 District Meeting

Hello everyone. I am very excited to be District 10's "WEBMASTER" and looking forward to working with each and every one of you. There is some important information I would like to share with you.

When submitting your request to the District Website, please email your request to: District10Webmaster@gmail.com

It is strongly suggested to put into the subject line of your email something that helps identify what it is you are sending. For example – "AFG - Webmaster Report for March District Meeting".

If sending attachments, please send them in either a PDF, Word, Excel or Google doc format.

Be sure to review your documents prior to sending them to the webmaster to ensure you are only providing information you want the world to see. Documents will NOT be redacted by the webmaster if personal information is included.

For your **General Knowledge** - I will be checking the Webmaster Email account every Thursday evening and unless there are questions or clarifications needed about your request, I will make every effort to complete all revisions or uploads to the District Website at that time. Unless there are conflicts w/ family commitments, some unforeseeable emergency or issues w/ my internet connections, then uploads to the website should be completed on Thursdays.

All District Reports need to be received no later than 5 pm on the Thursday <u>before</u> the District Meeting. This allows enough time to upload and test the website prior to the business meeting on Saturday morning.

If you have an urgent issue that needs to be corrected or if you see something is wrong with the Website; then please send a text to my cell phone number. (on CMA list)

Thanks so much in advance for your time and understanding of these suggestions.

Beverly C. – District 10 Webmaster

For the month of January, February and 1st week of March, the following revisions were completed on the website:

1.) Meeting Scenarios –
1. Removed references to holiday closures of meetings
2. Removed Tuesday Kissimmee meeting.
3. Uploaded 2 version(s) of the meeting list on 2/2 and 2/25
4. Updates for Serenity Now meeting completed.

2.) Events –
1. Uploaded the final 2024 Convention Volunteer Final Pdf.
2. Uploaded workshop flyer

3.) Home Page – Added list of open service positions & the guidelines and election procedures.

4.) Literature –

1. Uploaded the New Newsletter
2. Revised wording on Literature page
3. Added new Literature ordering process, email address & new literature order forms.

5.) Spanish - Added the Spanish Forum

6.) Reports page - as of Weds 03/06/24 at 11PM - Reports Uploaded to website were the March Agenda, DR, DISL, Phone, Meeting List, AA Liaison, Webmaster, Treasurer (no $$ info).