Reporter’s List of Website How-To and When-To

* Weekly: Update the Activity Section: Create new post for event name and upload pictures. Either type a description, or delegate to class. Check email regularly for any photos that may have been shared.
* Monthly: Update Calendar Section of the “About”.
* After Banquet: Upload chapter banquet video to the Google Drive and create a shareable link.
	+ Post link underneath year in the “Past Chapter Banquet” Section.
	+ Update all officer biographies and images.
	+ Update “Former Officer” Section with officer names and group photo
	+ Train new reporter how to use and update the website.
		- How to log in
		- How to create new “blog” posts
		- Proper Format for articles and how to change the date
		- Give the mdcv log in and how to add new editors (can NOT use school emails- it will not work)
		- How to add files
		- Uploading images from the iPad
* All Spotlight and Student Blog posts need to have “Written by: XXX” on them