Outline of Communications/Webmaster Process
(Support to an Assembly or Council)

Webmaster responsibilities:

1- Review and coordinate the publishing of announcements, articles for church bulletin, newsletters, and web content.

2- Email Distribution Lists
Establish and maintain email distribution lists used for disseminating:
- Announcements
- Alerts

3- Establish and maintain an electronic library of all articles, brochures, flyers, newsletters, documents, and any other materials deemed important to the Assembly or Council.

Note: Printed materials intended for publication should be converted to .PDF format for consistency and accessibility.

4- Create a Photo/Image Library:

- Council/Assembly events
- Awards
- Activities and programs

This library can serve as a valuable source for creating published articles, social media posts, and website content.

Note: Image files should be saved in a format appropriate for their intended use:

- .BMP – Best for high-resolution needs (large file size)
- .PNG – Ideal for web use and images that need to scale cleanly
- .JPG – Most compact; best for general use and storage

5- Capture the Council/Assembly Banner
Take a high-quality photo of your official banner.

☑ Use a solid background (white or black) to make cropping and web publishing easier and cleaner.

6- Digitize Core Documents
Create and store electronic (scanned) copies of key foundational documents, including:
- The Constitutional Roll
- The Charter
- Meeting Minutes

7- Maintain a current calendar of all activities and planned events, including the event name, date, time, and location—formatted consistently and with clear, descriptive details.

8- **Backup Process**

🔒 Establish and maintain a reliable backup system for all electronic media and web content.
Why it matters:
It is critical to ensure that all electronic assets—documents, images, calendars, and web content—are safely backed up and stored in a secure location.

9- As a Webmaster, it's important to understand how your Assembly or Council's homepage works within the larger Knights of Columbus San Joaquin Chapter 6 area: kofcchap6ca.org

Knights of Columbus – Norcal District 2 Website: **kofc-ca-d2.org**

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Knights of Columbus – San Joaquin Chapter 6 Website: **kofcchap6ca.org**

Getting Started as a Webmaster

1- Review Your Homepage

Begin by looking at your current Assembly or Council homepage. Then, compare it with

the Chapter homepage to get a sense of formatting, structure, and tone. Use it as a

helpful guide.

2- Platform Overview
Our site is hosted by GoDaddy
Built using WordPress (WP)
Edited with Gutenburg Block Editor native with WP Twenty-Twenty-Five

3- Become Familiar with WordPress
As a webmaster, becoming familiar—and ideally proficient—with WordPress and the
Block Editor and nearly any web topic you can imagine.

4- A Note to You as Webmaster. Your assigned homepage is just the beginning. You are encouraged to grow and expand it as needed.

✅ **Our shared goals**:
"Keep the content clean"
"Keep it concise"
"Make it relevant"
"Ensure it is easy to navigate"
"And most importantly—keep it current"

Feedback Is Encouraged

Don't be afraid to ask questions or make suggestions about the website. Your input is

always welcome—we encourage it!

Behind the Scenes: What Your Global Webmaster Does

1. Develop a common process to guide all Assembly and Council webmasters.

2. Set up individual accounts and login credentials for each webmaster.

3. Provide training and support as needed.

4. Follow up on and resolve any issues, questions, or concerns that arise.

We Are a Team

I see all of us working together as one team, united in mission and purpose.
My motto is simple: **MAKE IT HAPPEN.**

And always remember:

Trust in God—because with God, nothing is impossible.

Webmaster Resources:

[Webmaster Part 1](#) // Overview and rules to follow to maintain our Website
[Webmaster Part 2](#) // Working with Docs, Newsletters and FTP
[Webmaster Part 3](#) // Info for after you upload a new Newsletter or Doc
[Webmaster Part 4](#) // Accessing and Restoring a Previous Page Revision

If you determin that another document is needed, pleased contact me and give me an outline of what you would like to see.

If you determin that if would benefit our site by installing another "Plug-in" to add additional capability or functionality please send me the name of the "Plug-in" and outline:
- what it will add
- how it will help
- Cost. "Plug-In" offer a basic capibility for Free but also offer a Pro edition for X # $