

Webmaster Part 1

Knight of Columbus California

San Joaquin Chapter 6 and Norcal District 2

Overview and rules to follow to maintain our Website

Rev. 2.0

Our website pages are built using WordPress (WP) version 6.7.2 or later, implemented with the Twenty Twenty-Five theme. Each page typically includes an active header with multiple menu items at the top, a central Webmaster Content Area, and a footer—as illustrated below in **Image #1**:

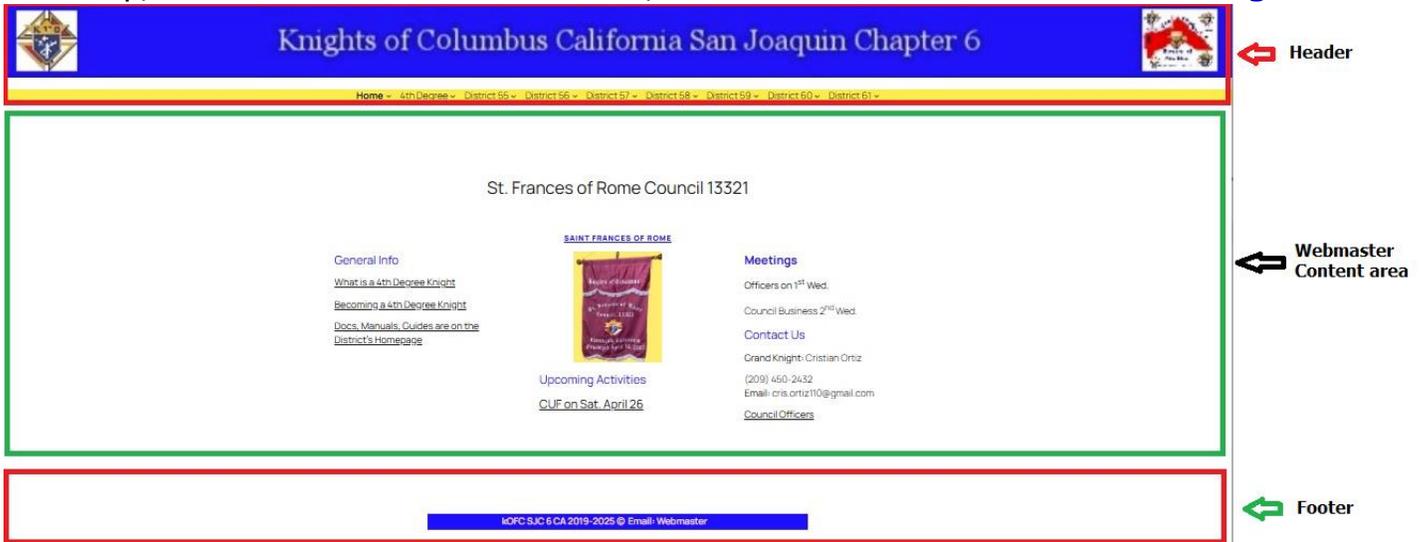


Image #1

Layout of a typical content area is shown below in **Image #2**:



Image #2



For an Assembly or Council that publishes newsletters, we include a link to the current edition, along with a "**Newsletter Selector**" button, which is typically centered to maintain a clean and professional presentation.

The top section of the Content page spans the full width and displays the name and number of the Assembly or Council.

For Councils only, the Parish name is also shown and includes an active [hyperlink](#) to the Parish website.

We typically use a three-column layout, with each column allocated 33.3% width.

- The Left Column generally contains links to documents, general information, and training resources.
- The Center Column is used to feature key items such as event images, videos, or other highlighted content.
- The Right Column is used to display Upcoming Events and the contact information for the leader of the respective Assembly or Council.

Note: In **Image #2** shown above, you may see a link labeled “**Assembly/Council Officers**”. This hyperlink is intentionally broken for security purposes—it does not lead to an active page. To help protect personal information (such as phone numbers and email addresses of officers), we use the following naming convention:

- The displayed hyperlink text is: Assembly/Council Officers.pdf
- However, the actual file uploaded is named: Assembly/Council Officers1.pdf

This approach results in a **404 Page Not Found error** when the link is clicked directly.

Members (Knights) can still access the correct file by manually editing the URL in their browser. On a laptop or desktop, they simply add a “1” between **Officers** and **.pdf** in the address bar (e.g., changing **Officers.pdf** to **Officers1.pdf**). This allows only those familiar with the process to access the document, adding a subtle layer of security.

One of the primary goals in creating the Chapter website is to **keep it simple, make it useful, KEEP IT CURRENT**, and maintain a **low cost** of operation.

We’ve implemented a **secure website** using SSL certificates, making the site accessible via **HTTPS** instead of the less secure HTTP. While this adds some additional cost, it’s essential for protecting member data and building trust with users.

To further control expenses and streamline management, we chose to use **directories and subdirectories** rather than creating multiple subdomains. This approach keeps the structure centralized and easier to maintain, while still allowing for organized content management across Assemblies and Councils.

Rules to follow:

- 1- **Never** delete or rename the Assembly or Council Home page.
- 2- When adding **images** use .jpg **or** .png **formats** and keep file sizes reasonable to ensure fast loading and good performance.
- 3- When creating a new page, be sure to:
 - Link it to the Assembly or Council you administer.
 - Use a clear, descriptive Title.
 - Prefer lowercase naming conventions for page names.
- 4- **Test all links** before publishing the page. Fix any broken or misdirected links to ensure a smooth user experience.
- 5- If you're posting a photo of an individual, obtain their permission.
 - A "[Photo Release Form](#)" is available on each **District homepage**.
 - Have the form signed, keep a copy for your records, and send one to me.
 - You may store a digital copy in a folder or print and file it in your cabinet.

Exceptions:

- * For group photos or event images where attendees are aware that photos may be taken and published, individual permissions are generally assumed.
 - * However, it's best practice to reference the [Photo Release Form](#) in the event flyer or make a simple announcement at the event stating that photos will be taken and may be shared online.
- 6- Keep written content clear, descriptive, and concise.
If the text exceeds a paragraph, consider turning it into a separate document. Then upload the document, and simply publish its title as a link on the content page. This helps maintain a clean layout while still providing access to detailed information.
 - 7- If you find a document or form on the website that needs to be revised, please let me know. Send me the details or the updated version, and I'll take care of the changes.
 - 8- Ask for help anytime you need it.
I don't believe in "DUMB" questions as the only one that is "DUMB" is the one that you don't ask and end up going down the razor blade of life. 😊
Just a reminder: I don't have ESP, so please speak up!
 - 9- **Keep your pages current.**
It's important that outdated information is removed or updated. For example, an "Upcoming Events" section should not list events that have already taken place.

10- I'm sure I've forgotten something... 😞 If you think of it before I do, feel free to remind me!

Important: Naming convention for all Newsletters:

Use the following: **Mon-year.pdf**

Example: For the February Newsletter for any Assembly or Council -
Feb-20xx.pdf where **xx** is the current year.

Note that the first letter is capitalized and that there is a "dash" between the month and year.

Wow! How in the world can you have more than one newsletter with the same name? Good question. It is all handled under a directory called "Newsletters" and then a subdirectory has been established for each Assembly and each Council. This simplifies the coding needed to support pulling each newsletter from the DB and getting the right one. I designed a "JavaScript" engine that supports this structure rendering what is requested via the HTML interface where the user chooses what is desired.

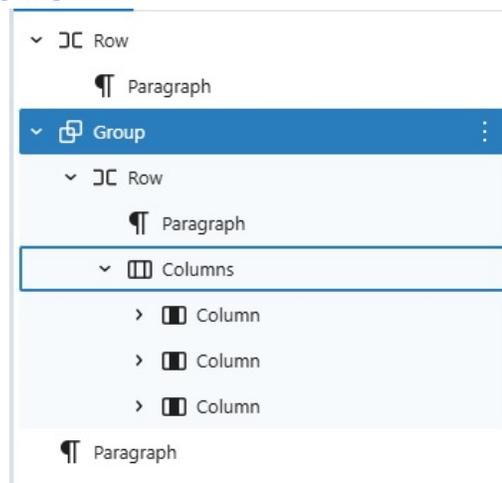
Currently, each Webmaster for their specific Assembly or Council has access to their respective Assembly or Council content directory and should use FileZilla to upload Newsletters and documents. Instruction and details for FileZilla are provided in the Webmaster-P2 document. Once the newsletter is published on the website all that is needed on the homepage of the Assembly or Council is to update the link shown under the "**Current Newsletter**" area and the rest is magic.

WP includes the [Gutenberg Block editor](#) and it is simple to use.

Links to: [Gutenberg Block editor documentation](#), & [Gutenberg Tutorials](#)

Here is a look at the typical structure within a content Block:

Image #3



Important: This is a living document and will continue to evolve as we do. Your questions, concerns, and feedback are essential to that growth.

Please don't hesitate to contribute—your input helps us improve, stay relevant, and better support everyone involved. Without your voice, we can't move forward.