

## **Responsibilities of Website Administrator**

Manage and maintain the League's website

- Annually and during the season, coordinate with the League Director to update files, links, forms etc., as required
- After each match, and after receipt of the Captain's Scoring Sheets, record the Gross & Net Points per Club. Update the following files and post to the website on a timely basis:
  - Match Points Sheet
  - Gross Scores
  - Net Scores
- Ensure the site is up-to-date and properly functioning. Troubleshoot and resolve website issues, such as broken links and error messages.
- Annually, notify League Director of the timeline/ expiry dates and expenses related to the following:
  - Domain Name Registration  
<https://www.eastbayteamplay.com/>
  - Personal Site Plan

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