

WEB & GRAPHICS POLICY

7/2010

Contents

I. Website Administration

Contact Info

Domain Registration

History of OGANA Administrators

Site Maintenance Report

Site Downtime Report

II. Policy

Clean Time Qualifications

Technical Qualifications

Username and Passwords

Changing Content

Contacting Web Admin

Payment

Date	Revision History
1.17.10	Added Contents, Web Administration, Changing Content, and Policy
2.20.10	Updated entire Policy Section
3.21.10	Updated Policy on Usernames and Passwords



I. Website Administration

Contacts

Web Master:



Mike DeSimon

13 Windbrooke Cr
Gaithersburg, MD 20879

www.desimon.com

mike@desimon.com

240.498.1850 - Mobile

OGANA.org Web Administrator and Graphics Chair:

Todd H

410.430.3229

toddhodges@gmail.com

History of OGANA Web and Graphics Chair:



Jalal

Trudy

Kitty

2007 - 2009 Cindy G.

2009 - til Todd H.

Domain Registration:

Domain ID:D105586310-LROR

Domain Name:OGANA.ORG

Created On:16-Jan-2005 20:21:48 UTC

Last Updated On:17-Jan-2010 17:17:49 UTC

Expiration Date:16-Jan-2011 20:21:48 UTC

Sponsoring Registrar:Tucows Inc. (R11-LROR)

Status:OK

Status:AUTORENEWPERIOD

Registrant ID:tubxITzeYFmwwz2NB

Registrant Name:Timothy Thomas

Registrant Organization:Ocean Gateway Area of Narcotics Anonymous

Registrant Street1:13 Windbrooke Circle

Registrant City:Gaithersburg

Registrant State/Province:MD

Registrant Postal Code:20879

Registrant Country:US

Registrant Phone:+1.2404981850

Registrant Email:ogacna@yahoo.com

Admin ID:tuJdPiDvpDucOZ1n

Admin Name:Michael deSimon

Admin Organization:desimon.com

Admin Street1:13 Windbrooke Circle

Admin City:Gaithersburg

Admin State/Province:MD

Admin Postal Code:20879

Admin Country:US

Admin Phone:+240.4981850

Admin Email:mike@desimon.com

II Policy

Clean Time Qualification

Recommended 1 year recovery.

Technical Qualifications

Recommended Administrator have full time access to a computer with an internet connection.

Recommended Administrator have a working knowledge of all major Internet Browsers (IE, Firefox, Safari, and Chrome).

Recommended Administrator have a working knowledge of Email (including an email account).

Recommended Administrator have a working knowledge of Word and PDF files (including access to a text editor).

Username and Passwords

Administrator should be the only one on the committee with access to the Sites username and password.

A copy of the Username and Password should be kept in the Area's Treasury lock box, where the executive body will have access in case of emergency.

The Username and Password will be inserted in a **sealed envelope** that is Date and Time stamped.

The **sealed envelope** will be kept in a **manilla envelope** for record keeping.

If the seal is Broken, the Username and Password must be resealed in a **new envelope**.

In addition, the **manilla envelope** must be updated with the Date and Time and initials of the person who opened the **sealed envelope** and a reason "why" the **sealed envelope** was opened.

Before opening the **sealed envelope**, the person must make aware to the Area (at Area Service) to the reasons for opening the **sealed envelope**.

Changing Content

Changing Content on the website such as; Announcements, Meeting Lists, Calendar Events, Area Convention, etc., comes with responsibility. This Responsibility includes updating the Area at Area Service to the exact changes that were made on the site. A copy of the changes should be included in the Area's sub committee report. Additionally, the changes should be tested on all major browsers to ensure no errors had occurred which would hinder the viewers experience. Each time the website is updated, keep a copy of the record in the History Log in the Web Admin (web and graphics) folder.

Contacting Web Master

It is the responsibility of the committee to update the Area at each Area Service after contact has been made. In addition, include all contact information in the sub committee report. Also, each time the Administrator is contacted, update the History Log in the Web Admin folder.

In the case of an Emergency:

An emergency is defined as anytime the site is Reported down (Error: Page cannot be found).

1. Call Web Master.
2. If no answer leave vmail.
3. Send email to Web Master.
4. Wait 24 hours before contacting again. Continue to check website over 24 hours.
5. If no call back, call Web Master again.
6. In no answer, leave vmail.
7. Send email to Web Master.
8. Continue to check Website over the next 24 hours.
9. If site is still not up (after 48 hours), contact someone on the executive body.

Day to Day communication:

All non-emergency info should be emailed to Web Master. In no response, notify executive body at Area Service.

Payment

It is the responsibility of the committee to update the Area's body at each Area Service after contact has been made. In addition, include all contact information in the sub committee report. Also, each time the Administrator is contacted, update the History Log in the Web Admin folder.

Payment Info:

Contract is a Yearly Hosting Agreement between OGANA and Mike DeSimon, Inc. We have agreed to pay a \$100 hosting fee on a yearly basis. Our term is from January 1 to December 31. Payment is due on receipt of statement from Mike Desimon. All statements are sent from Mike Desimon via email. Upon receipt of statement execute the following steps;

1. print a copy of the statement.
2. submit the statement to the treasurer for payment in Area Service.
3. upon receiving a check from Area, mail check to Mike DeSimon (physical address provided in contact info section).