

# Do-It-Yourself Web Pages

Thursday, June 02, 2011

<b>Web Page</b>	<b>Maintained by</b>	<b>Folder in FTP window containing the file</b>	<b>File Name</b> (To be uploaded – case sensitive)	<b>File Type</b>
<b>Board of Directors</b>	Martha Wirkutis	<b>Club</b>	Board	PDF
<b>Board Minutes</b> <i>In MS WORD, use SAVE AS and specify file type as PDF or Web Page</i>	Martha Wirkutis	<b>Board Minutes</b> <i>(Filed by year – separate folder for each year)</i>	Any	PDF or HTM
<b>Calendar and Events</b>	Judy McCall with help from Martha Wirkutis	<b>Calendars</b> <i>(Filed by year – separate folder for each year)</i>	Numeric Month: 01 is Jan, 02 is Feb and so on.	PDF
<b>Club By-Laws</b>	Martha Wirkutis	<b>Club</b>	<b>bylaws</b> <i>(all lower case)</i>	PDF
<b>Committees</b> <i>In MS WORD, use SAVE AS and specify file type as PDF</i>	Martha Wirkutis	<b>Club</b>	<b>committees</b> <i>(all lower case)</i>	PDF
<b>Dues Collection and New Member processing</b> <i>In MS WORD, use SAVE AS and specify file type as PDF</i>	Bill McManus	<b>Club</b>	<b>DuesCollection</b>	PDF
<b>Frequently Asked Questions (FAQs)</b>	Martha Wirkutis	<b>Club</b>	FAQs	PDF
<b>Financial Statements</b>	Bruce Ohmann	<b>Financial Statements</b> <i>(Filed by year – each year separate folder)</i>	Any	PDF or HTM

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<b>Game Director's Directory</b>	Bill McManus	<b>Club</b>	<b>game_directors</b>	PDF
<b>Game Director's Schedule</b>	Judy McCall	<b>Game Director Schedule</b> <i>(Filed by year – separate folder for each year)</i>	Numeric Month: 01 is Jan, 02 is Feb and so on.	PDF
<b>Game Results</b>	Game Director	2009, 2010, 2011, 2012, 2013, 2014, 2015 – stand alone year folders ... not in any other folder.  <i>(Filed by month – separate folder for each month inside Year Folder)</i>	<b>YYMMDDs</b> where YY is last two digits of year, MM is month, DD is day and s is session (m- morning, a- afternoon and e-evening)  File created by ACBLscore by using LR command.	HTM
<b>Hand Records</b>	Game Director	<b>Hand Records</b> <i>(Filed by year and month – separate folder for each year and the year folder will have a folder for each month.)</i>	<b>YYMMDDs</b> where YY is last two digits of year, MM is month, DD is day and s is session (m- morning, a- afternoon and e-evening)  File created by DealMasterPRO.	HTM
<b>Mentoring Program</b>	Judy Hinds Martha Wirkutis	<b>Club</b>	<b>mentoring</b>	PDF

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<b>New Member Guide</b>	Martha Wirkutis	<b>Club</b>	<b>MemberGuide</b>	PDF
<b>Newsletters</b> Written by Jim Geary, e-mailed by Bob Renuart and posted to website by Bill McManus.	Jim Geary Bob Renuart Bill McManus	<b>Newsletters</b> <i>(Filed by year – separate folder for each year)</i>	Numeric Month: 01 is Jan, 02 is Feb and so on.	PDF
<b>Partners</b> List of potential partners that can be contacted to play	Judy Hinds Martha Wirkutis	<b>Club</b>	<b>partners</b>	PDF
<b>Partnership Policy</b>	Martha Wirkutis	<b>Club</b>	<b>Partnership</b>	PDF
<b>Questionnaire</b>	Bob Renuart	<b>Club</b>	<b>Questionnaireyyymm</b> Where yy is last two digits of year and mm is the month	PDF
<b>Recipes</b>	Martha Wirkutis	<b>Recipes</b>	<b>Any</b>	PDF
<b>Standing Rules</b>	Martha Wirkutis	<b>Club</b>	<b>standing_rules</b>	PDF
<b>Tournament Flyers</b>	Martha Wirkutis	<b>Posted by Web Master</b>	<b>Posted by Web Master</b>	Various
<b>Announcements</b> <b>(Not Currently Used)</b>		<b>Club</b>		

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<b>Do-It-Yourself Web Pages</b> (This document)	Bill McManus Looking for a volunteer	Club	DoItYourself_WebPages	PDF