RDTTA Website Administrator Role

The position of **RDTTA Website Administrator** (aka Website Co-ordinator) is elected at the RDTTA AGM each year and is a member of the RDTTA Management Committee. This document outlines the responsibilities of the role.

Currently the RDTTA website is created and maintained using the TT365 software and hosting. (This was the platform originally provided by *Table Tennis England*, but is now an independent company that provides this facility to many UK table tennis leagues and clubs for free.) The TT365 software includes website hosting, website maintenance, League Manager and Email facilities.

Responsibilities

Responsibility for maintaining the various pages on the RDTTA website should be spread around as many RDTTA Committee members as possible, with the Website Administrator ensuring the required access permissions have been granted to enable this to happen.

However, certain activities associated with the maintenance of the RDTTA website are the direct responsibility of the **RDTTA Website Administrator.** Currently these are as follows:

- Website Access – grant relevant permissions to other RDTTA Committee members
- Website Maintenance – train other Committee members to use website maintenance facilities
- Website Maintenance – update the pages for which you have direct responsibility
- Website Maintenance – update pages with information provided by other Committee members
- **League Structure** – create structure & fixtures, at the start of each season
- Emails – send mass emails as requested
- Membership – liaise with **League Registrations Secretary**
- Finance – liaise with Treasurer
- Reports – produce, as required (*there are no useful reports at present*)
- TT365 – liaise, if needed
- TT365 updates – test, assess impact, make changes & inform Committee, as required
- Issues – investigate & report to Committee, as required
- Website format – update, if needed
- Maintain supporting documentation (listed below), as needed

The majority of these responsibilities are carried out as needed throughout the season, except for creation of the League Structure which must be done immediately prior to each new season starting. This normally happens at the end of August & beginning of September.

The details for some pages on the website are provided by other Committee members, but updated onto the website by the **Website Administrator.**

Attendance at and reporting to RDTTA Management Committee meetings is also required.

Supporting Documentation

Additional information about each of these activities is documented in:

> **RTTW 1 – DFS Result Entry**
> **RTTW 3 – Website Coordinator Role**
> **RTTW 4 – Adding documents to the TT365 website**
> **RTTW 5 – Sending Mass Emails**
> **RTTW 7 – Adding Documents or Photos to the TT365 Website**
> **RTTW 8 – Updating TT365 Website pages**

These documents provide instructions on how to carry out these tasks and define the schedule for the various actions that need to be carried out each season.

Further help/training is available is available from TT365, the organisation that have designed, built and support the software behind the website, which is used by RDTTA and hundreds of other Table Tennis Associations and Clubs around the country. TT365 also built & provide support for the original *Table Tennis England* Player Registration database which, although it has been superseded by TTE's player registration database, is still used to enable match results to be held on the RDTTA website.

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Website Maintenance – other people's responsibilities

Currently, the following RDTTA Committee members have these website maintenance responsibilities:

Divisional Fixture Secretaries	Senior League results, tables & averages
Youth Division Rep	Youth Division results, tables & averages
Special Competitions Secretary	Team Handicap, Individual Handicap, Knockout Cup
Newsletter Editor	Newsletter page
Publicity Officer	Press Reports
League Registrations Secretary	Player registrations & team allocation
Chairman / Secretary	News items (some)

Website Maintenance – direct responsibilities

Annual

Update Management Committee
Update RDTTA Diary page
Update Clubs & Venues
Create new Leagues, Divisions, and Team placings (archive old ones)
Create new League fixtures
Update Rankings & Handicaps page
Update Roll of Honour
Update RDTTA History
Update "About Us" on Home page
Update "Contact Info" on Home page
Update Mass email groups (Club Secretaries, Team Captains)

As needed

Update RDTTA Home page
Update pages with details provided by other Committee members
Add News items
Add new documents or Images to be held on Website
Update Links
Update Website configuration items
Run Reports (any of TT365 supplied Reports, as needed)
Amend Website access & permissions
Train Committee members
Mass emails to all members or Club Secretaries
Tidy website pages