Background

- Purpose of website
  - Provide meeting information to TC members
  - Showcase TC activities to attract interest and new members

- Features of website
  - Basic text editor – no html necessary
  - Autoload of membership roster
  - Autolink of minutes and agenda after upload
  - Mobile friendly – pages adjust for mobile devices
  - Help button links to instruction manual

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Steps to Maintain the Site

- Actions to perform by 60 days after the meeting - due date for posting of minutes.

- Actions to perform 2-3 months before a meeting: i.e. when the program comes out.

- Actions to perform 30-45 days before the meeting - due date for posting of agenda.

- All actions will be demonstrated after this brief presentation.

- Other items to post as desired.

By 60 days after a Meeting

- Upload the draft minutes.
- Replace previous draft minutes with final version.
- On the Home page
  - Change conference location to upcoming city and state.
  - Update meeting dates and delete room info.
- On the Meetings page, change conference location.
- If you want a history of your programs, move program info from Meetings page to "Program" section of Functions page.
- Upload and link any provided presentations to the "Presentation" section of the Documents page.

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3 months prior to Meeting

- Post technical sessions being sponsored or cosponsored to the Meetings page.
- Otherwise post that the TC has no technical sessions scheduled.

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30-45 days prior to the Meeting

- Delete old agenda and post new agenda.
- Update Home page with committee meeting info.
  - Ensure all committee and subcommittee meetings are listed.
  - Ensure dates and times are correct.
  - Add room locations.

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Other Possible Items

- Add pertinent info to the bottom of the Home page, such as
  - Announcing a research project out for bid.
  - Announcing a standard out for review.
  - Requesting new members or assistance with TC tasks.
- Post final research report info (not the report) to the "Research" section of the Documents page.
- Post new research projects to the "Research" section of the Functions page.
- Post information about Special Publications to the Documents page.

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Email info

- MORTS@ashrae.net
  - Login help
  - Website maintenance questions (If not found in Help area of website)
- TACcoord1@ashrae.net
  - Training questions or needs
- For copies of your minutes and agenda for posting, contact your TC Chair
  - tcxxxx@ashrae.net where xxxx is your TC's four-digit designation.