



HARDLEY RUNNERS

Job Description - Webmaster

Post currently held by

Jeremy Barber, Queen Anne Cottage, Forton, ANDOVER, Hants, SP11 6NU.
Tel 01264 720459 Email jeremy.barber@longparish.org.uk
In post since November 2006

What the job is

1. Responsible for the maintenance and development of the Hardley Runners website
www.hardleyrunners.co.uk
2. The aim of the website is to provide information which is
 - Useful
 - Informative
 - Easy to find and use.
3. The target audiences are
 - Hardley Club Members
 - Members of the public who want to find out about and/or enter our races and see the results and pictures
 - People who may be interested in joining the Club
4. The site is arranged in areas for different topics which are accessed using tabs at the top and bottom of each page.

How I do the job

5. Site is hosted by my son, Phil, who assists if the main template needs amending. In practice this has only happened once when I wanted to change a main tab.
6. Phil ensures that we keep up payments for hosting and the domain name and the club reimburses him. The cost is about £80 every two years.
7. Above all my aim is to keep it simple. We don't have sub tabs. We don't have divs. We don't have databases. The only complicated task is the online membership application which David Gould (Hardley Runner) made and which I am capable of amending to update years and amounts.
8. I create and amend pages using Adobe Contribute 4 which is a program I already had for working on the Longparish village website and the Bridges Race website. This program enables people who are not skilled in html to manage websites. The pages are based on templates designed by Phil in Adobe Dreamweaver. The Club paid for him to buy the student version of this program. It would be possible to do the job using other software but this arrangement suits me and Phil.
9. I have various sources of information
 - Race results which I get from the websites of the races concerned or the contractor they use to do the results. I extract the Hardley results and publish them on our results page. Our RR10 and CC6 results come direct from the captains when they report them on to the RR10 and CC6 organisers. I try to include a brief report. If I was there I write it. If I wasn't I try to get someone who was to send me one. Failing that I look at the comments on Runners World and write something based on them. I try always to include a link to the full results and any photo albums on other website, for example from Hammy for the RR10s.
 - Race diary from Club President, Linda Noke, which I convert to PDF and publish when I get it. I sometimes wonder whether it would be a better service to have an online diary with links to the races.
 - Pictures which I take or which members send me and which I include in reports and/or make into albums

- Reports from Sue Renyard, our publicity officer and bulk emails from John Simmonds our Communications co-ordinator
 - Training schedules from Chris Harris, one of the club coaches
 - Requests from event organisers, team captains, etc. This may include working with them to develop entry forms and information about races presented in a way which suits web publication.
 - Feedback from members
 - Sometimes I initiate new material, as with our Lakeland 50 pages.
http://www.hardleyrunners.co.uk/Lakeland50/Lakeland_50_and_100_July_2011.htm
This kind of thing could be developed as a service to members.
10. When pages get too big I archive them. So there is a chain of old news from the bottom of the news page and a chain of old results from the bottom of the results page. Members sometimes like to work back and see old stuff so I generally archive it in that way rather than throwing it out.

Skills and resources needed

11. Computer with broadband internet access and good virus protection so as not to spread viruses and catch and kill any incoming ones.
12. Basic knowledge of how simple websites work. This can be picked up on the job.
13. Time to be able to do updates promptly which members expect. The most regular times are Sunday evenings or Mondays to pick up the weekend's race results and Wednesday evenings after the RR10s. I guess that on average it takes me about half a day a week. It was longer to start with but I have got better at it. A helpful spouse to cover when I am away on a big trip or otherwise unavailable is a big asset.
14. Basic knowledge of English grammar and spelling and the ability to do basic editing of copy which members submit.
15. Common sense to operate the publishing programme, Contribute. Knowledge of HTML, Javascript and so on is not required.
16. Word processing programme. I use MS Word.
17. Program to make PDFs. I use PDF995 which is free.
18. Basic knowledge of spreadsheets is useful to sort and manipulate race results. I use MS Excel. Helpful to know about the "& function" and how to manipulate character strings so names are displayed vaguely consistently. This would only take a few minutes to learn.
19. Program to edit (mainly restricted to cropping and re-sizing) photos. I use the GIMP which is free.
20. Programme to make photo albums. I use Jalbum which is free.
21. Program to upload files to the remote server. Used mainly for photo albums and for updating PDFs that need minor amendments. I use Filezilla which is free.
22. Facility with Google and sometimes dogged persistence in order to be able to track down race results.
23. Use of Google to find clip art, event logos, etc.
24. I have all the programs on a laptop so I can do updates when I am away from home provided there is internet access.

Jeremy Barber
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