

# POUGHKEEPSIE



# BASEBALL

## Committee/Event leader fact sheet

**Event/Project Name:** Webmaster

**Event/Project Description:** design the league's web site and maintain it. Make periodic updates for new events. Keep information relevant and accurate. Work with other committees to make sure all documentation is correct. Work with the web site provide (iPower) to make sure the web site is always up, passwords are correct, billing and contact information is correct. Each year, update the sponsor list on the bottom of the main page.

**Amount of time devoted and when:** 50 hours all year, this job is never-ending

**Amount of people needed to complete project:** 1

**Costs involved in your project/event:** there is an annual fee that the provider charges.

**Notes:** this is a technical position requiring detailed information of how to run and maintain a web site. Also required is knowledge of XML, javascript, more. Microsoft Expression web is the tool used to help maintain the content. The league has a paid license for the software.