

# TCCV Webmaster Duties

## A Brief Description

### On Being Webmaster

#### GENERAL PREAMBLE:

Being Webmaster for the Triumph Car Club of Victoria is rewarding and challenging at the same time. Attention to detail is important, as is the expectation of the membership that content be correct and current.

Regular, if not daily, access to Club emails checking, for example, for Triumph Trading requests, Event Coordinator news, or general enquiries from the membership or others, is essential. This means that a reliable internet connection is a must.

#### COMPUTER PROGRAMMING KNOWLEDGE:

Editing many pages on a day-to-day basis requires a working knowledge of HTML. Much is already set-up to cater for future updates. For example, uploading meeting minutes and magazines every month.

An understanding of PHP is essential to edit pages whose content changes regularly. For example, adding new Triumph Trading adverts in the correct "Expiry Date" section.

Much use of Oracle's SQL code has been used in many pages to interrogate the online SQL database. There is no need to edit in this language unless additional functionality is desired to enhance the website even more.

#### APPLICATIONS SOFTWARE NEEDED:

Competence in spreadsheet management is clearly necessary as several spreadsheets, saved in XML file format, are essential to various table presentations throughout the website. See Section 4 in this document to see which pages require access to which XML files.

Many PHP files do not need any editing at all. I recommend you examine the code to become familiar with it.

Elementary word processing, spelling and grammatical skills are needed as the website, for many, is the face of the Club. Keeping a high literary standard presents the Club to the public in the best light.

Essential software includes a word-processor, a spreadsheet programme, a programming language editor, and FTP software. There are many titles suitable in both Windows and Apple formats. The ones I have used are *Microsoft Office* for word-processor and spreadsheet applications, *Programmer's Notepad* as my language editor, and *FileZilla* as my FTP software, all on a Windows platform.

I do not recommend using any word-processor as a language editor because of the verbose code it generates automatically. Clean code is good.