New England Region Website Sub Committee Policy

https://nerna.org/

Contents

Overview

The NERNA website is built using WordPress. Our Webhosting provider is A2 Hosting. Our Domain name is purchased from NameCheap. We use plugins to add more function to the website and meet our specific needs such as Gravity Forms.

We also maintain a google workspace account for nonprofits (free) to manage email accounts.

The meeting information is maintained on BMLT (Basic Meeting List Toolbox) which is itself a plugin to the website but is also a separate server and deserves special attention. To edit the BMLT meeting information requires logging in to the BMLT server as opposed to logging into the NERNA website

It is the website committee's responsibility to maintain all of this. To be the keeper of the usernames and passwords. To keep the content updated. To respond to outages and fix things when they break. A certain level of technical know how is required. That does not mean that people can't volunteer and learn. Some of the tasks such as updating meeting information can easily be learned.

To learn more about wordpress there are many videos on the web. Create a login at wpbeginner.com for access to free video tutorials. try learn.wordpress.org or firstsiteguide.com. The website committee can be a resource – ask if there are other sources of learning.

To learn about BMLT there are some useful youtube videos which can be found here:

Start here and navigate to find various information: https://bmlt.app/what-is-the-bmlt/

Overview of BMLT, Bread, Crouton and YAP: https://youtu.be/bvbhzK3E-7Q

To maintain the website you will log into the NERNA site. (https://nerna.org/wp-login.php)

To update the meeting lists you log into the BMLT site (https://www.nerna.org/main_server/)

Committee Communications

The website committee is open to anyone who wishes to participate. While the subcommittee according to regional policy must meet on subcommittee Saturday this is historically not a well attended event if at all. The chair must attend and also attend and report to the Region at the RSC. That does not mean that there aren't a lot of people interested and engaged. This committee has chosen to communicate via Slack and has a website channel at nerna.slack.com

Plugins

Plug ins are pieces of software added to the base code which add more functionality. There are many types of plug ins for all kinds of functions such as increased security, optimizing searches and those targeted to a specific audience such as the BMLT plugin. As of this writing (Feb 2022) the Nerna website has 33 plugins installed and active. The majority of which perform automatic updates. Those which are not on automatic (BMLT based mostly) require resolving conflicts when performing an update and should not be automated. Updates are an admin only function.

A list of installed plugins can be found in the left hand panel under – yes of course – plugins.

Some plugins additionally will install additional menu items on the left hand panel for utilizing the tool such as wordfence, Loginizer, Bread (meeting list), Yoast SEO, SiteGround Optimizer, Ninja Forms,

Plugin updates

For security purposes it's advisable to keep plugins up to date when an update is available. For the most part this process is automated however several are a little trickier to manage and should not be automated. All manual plugin updates should be discussed by all Site Administrators before updating occurs.

User Submitted Changes

Meeting updates

Meeting updates should be submitted via email to the info@newenglandna.org address and will also distribute to the forms email address. This happens automatically when someone submits changes on the website. Clarify any changes as needed and log into the BMLT and make the updates. Areas can manage their own changes if they have a BMLT log in. If they would like to create one they are encouraged to do so. They do not need to have a website to manage meeting list changes. Currently SSA, MVA and GPA have been actively managing changes.

The easiest way to find a meeting on the BMLT is to search by the meeting number.

Once you've found the meeting open it, make the edits requested and save changes. For New meetings Choose the Edit or Create Meeting button and enter all the information and save.

If the submission form wasn't clear you can also search for meetings by area, by day, by name and combinations of these items.

Event Submissions

Events are submitted similarly by a form on the website which is automatically sent to info@newenglandna.org   Events are added to the website by logging into the website. Add the event to the calendar by creating it on the events page. Choose Add New from Events…

Then fill in pretty typical stuff…. As you fill in location you'll get a google map

Add New Event

Add title

Event Details

🕐 EVENT DATE AND TIME

📍 EVENT LOCATION DETAILS

🛒 EVENT COST AND TICKETS

📞 ORGANIZER CONTACT INFO

And you can upload a file if one was provided by clicking on add Media. There may be other items but really that's all you need. You can choose whether it's an area or group etc function which makes it easier to find.

Then preview to make sure it looks right. Especially if it's a recurring event like an ASC meeting you want to see it's showing up in the calendar correctly and you've got times right (AMs and PMs etc.) then publish and you're done.

Area Pages

On the regions website there is a location for areas who if they wish to, they can maintain their own information. This is called AREA PAGES. If an area does not have a website they have space here where they can post minutes, links to their meeting lists, policy etc.

Each area page has its own log in so they can be maintained by the local trusted servant.

Many of the areas have their own websites. SSA is the most active at utilizing the area page.

Area pages can be found here…
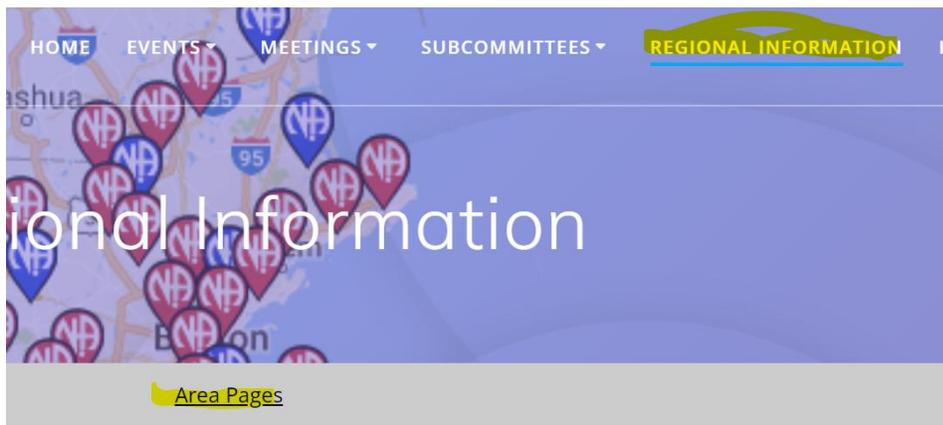
Password and Username management

Email Box passwords/Google logins:

Many of the regional positions have an email address associated with it. These are part of the google workspace account. The website committee maintains the users and emails.

The website committee uses the admin@newenglandna.org to manage users and email addresses and info@newenglandna.org for all other activities.

ALL passwords are maintained on website spreadsheet "website logins.xls" which can be found on the google drive.

For anyone to get access to a gmail account for the first time (on a new device) they will need to be provided with the password and an admin member will log onto the admin account and turn off the log in challenge for 10 minutes. Arrange with the member that you are both available to do this before starting.

To do this sign in to google with the admin account.

Use the waffle to pull up the admin screen then in the users menu choose Manage and navigate to the email which is attempting to log in.
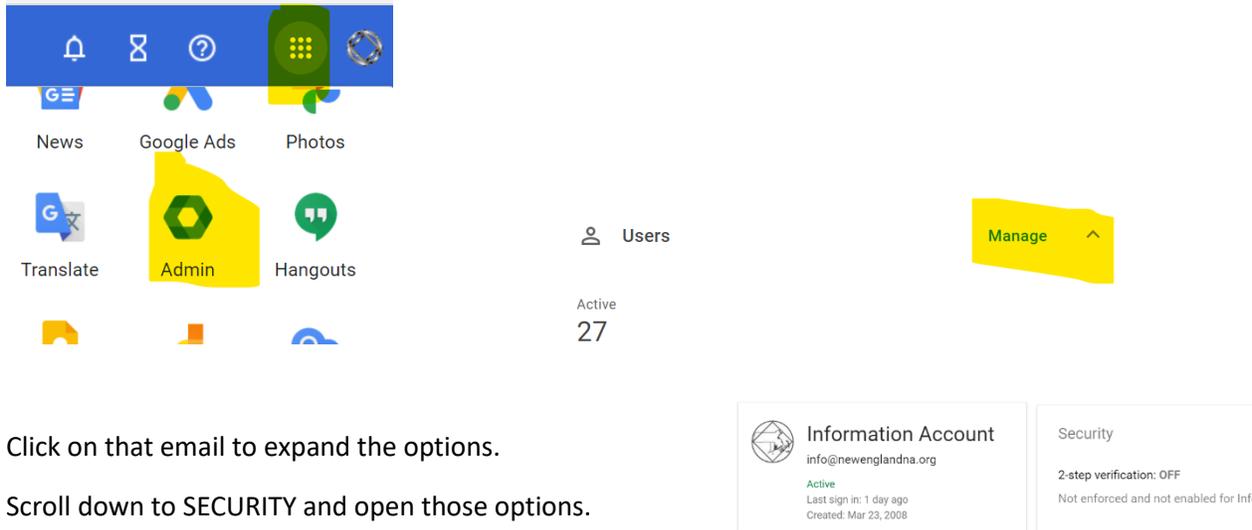
Click on that email to expand the options.

Scroll down to SECURITY and open those options.

Click on Login Challenge to bring up the option to turn this off for 10 minutes.

The member should now be able to get into the email. If it is necessary to change the password for any reason it is good practice to record it in the spreadsheet otherwise with the next trusted servant it will have to be changed again.
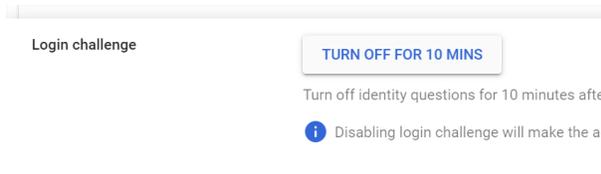
Website Passwords

The NERNA website has a few passwords for website committee members, the Admin account and member areas who have pages. Like the google email passwords these are maintained on the same spreadsheet on the google drive.

If a user gets locked out you can reset their password or send them a link.
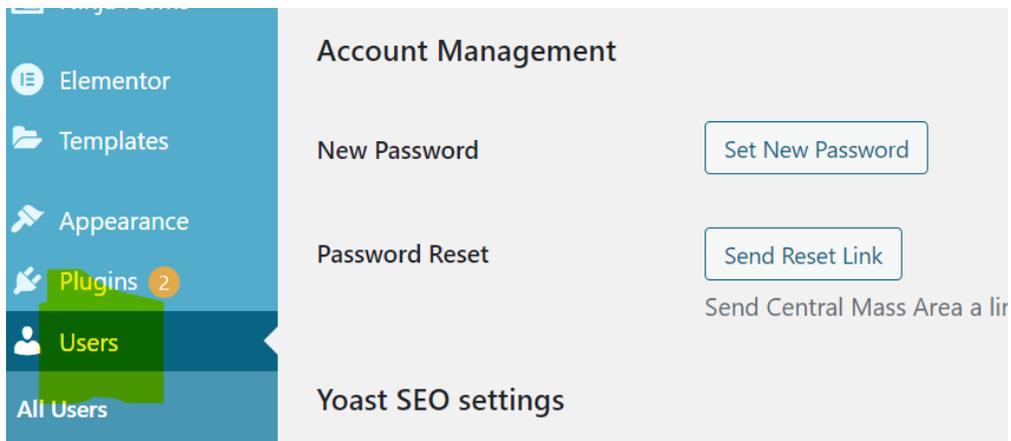
BMLT Passwords

The website committee logs in to the BMLT using the nerna account

There is also a server administrator account this should not be given out and can be used to add or remove service bodies.

The spreadsheet has the passwords for the area. Theoretically those should work. The area can go to the login page here nerna.org/main_server/ and enter their ID and Password.

If the password is incorrect – perhaps it wasn't recorded on the sheet at some point or it needs to be changed….

Log into the BMLT as admin. Navigate to user settings. Find the area and change the password.
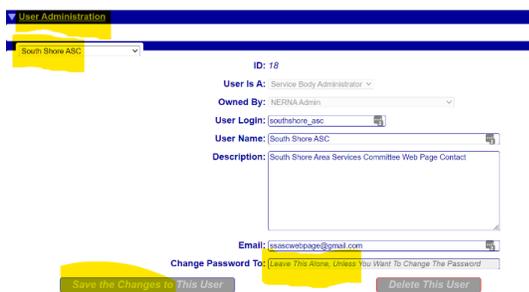
Area Meeting List username and Passwords

The username and password is maintained on the spreadsheet on the google drive. If the spreadsheet wasn't updated or the users change and it needs to be reset that can be done here…

Username is ASC email address and the password is column N

L	M	N
URL for meeting list edit log in	WP_AreaSites username for meeting list edits	WP_AreaSitesPass for meeting list edits

To reset: log in to https://areas.nerna.org/wp-admin/ with the admin password and username

Navigate to my sites>network admin>users

Choose the user you need to reset
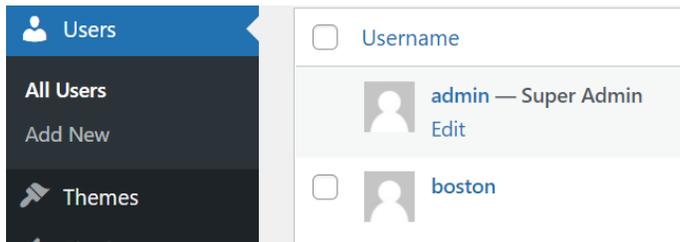
About halfway down the page are the options for resetting the password.
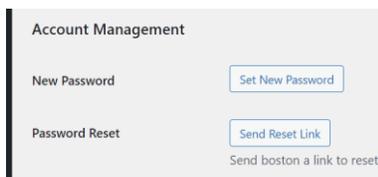
Other Logins

The website committee also keeps track of the logins and passwords for its own use to sites such as A2Hosting and NameCheap. These can be found on the password spreadsheet on the google drive.

Multi-Factor Authentication (MFA): Most of these other sites require MFA to login. Any authenticator app should work such as LastPass, Google Authenticator or DuoMobile. The QR Code for the sites are maintained on the spreadsheet in the Google Drive.

Email boxes

Maintaining the email boxes is the responsibility of the website committee. Most common actions are…

- Assisting trusted servants with getting into email accounts (especially after elections)
- Occasionally add or remove email addresses.
- If there is no trusted servant in a position – forward that email address mail to someone (info box or chair most likely)

Add or Remove Email Addresses:

Log in to the google workspace account using admin@newenglandna.org and open the admin console.

Navigate to users and add new user

Users | Showing users from all organizational units	Add new user	Bulk update users	Download users	More options ▼
	Add new user			
+ Add a filter				
☐ Name ↑	Email	Status	Last sign in	Email u

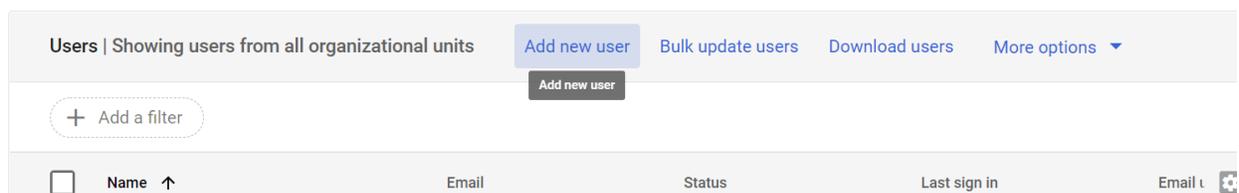To remove an account – 1st make sure that it isn't a crucial account. Some of the email addresses are utilized in the background for form submissions etc. Also make sure that it isn't listed as a contact on the website. If it is and should be removed – make sure you do that too. Select the account, choose more options and delete.

✕ 1 user selected	Email selected users	More options ▼	
+ Add a filter		Add selected users to groups	
☐ Name ↑	E	Change organizational unit	Last sig
☐ PR Event coordinator	p	Delete selected users	4 years
☑ PR Training Coordinator	prtrainingcoordinator@new…	Active	2 years
☐ Regional Insurance	insurance@newenglandna….	Active	5 month
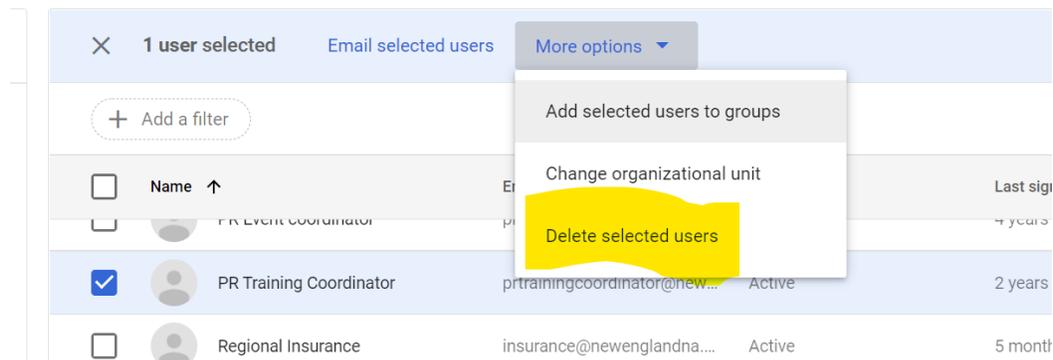
Forwarding Email:

Many trusted servants will not want to login to the gmail box provided to them on a routine basis to retrieve emails. Forwarding the emails is simple and easy. Instructions for forwarding may be provided to the individual trusted servant.

Login to the google email account using the username and password provided. Choose settings and if necessary see all settings. If there's a forwarding address there change it. If not add it. It's good

practice to keep a copy in the existing gmail box for the next trusted servant. They can always log in and clean it up once in a while.
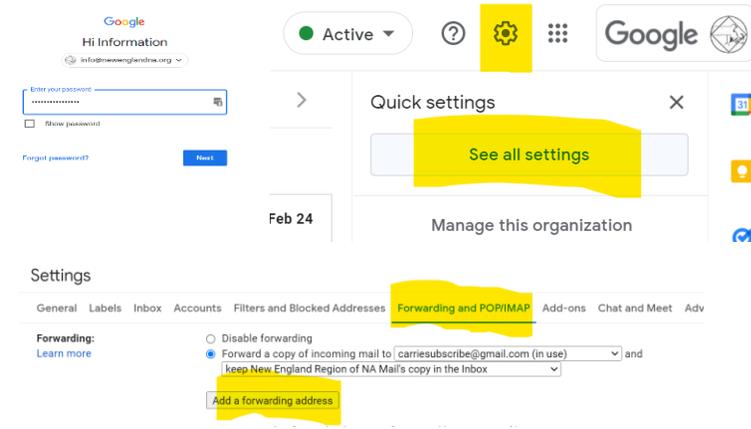
Website changes

General changes like adding-removing pages or editing page content can be simple or complex depending on the content and plug ins involved. For most changes like updating text on existing pages navigate to the content and edit the text. More in depth changes is beyond the scope of this document. Review the video sources and talk to other members for help.

From the menu you can visit the website and from the page choose edit. You can also navigate from the side bar to pages and find the page you're looking for there.

Make you edits and then you can preview and update

Meeting list edits and Bread

Each area has their own meeting list. These meeting lists are linked on the area pages and if they choose to they can link them on their websites and print them out. They are always current to the information in the BMLT. Areas can log in and edit their own meeting list formats and add information which is stagnant such as area service committee meetings, contact information etc.

To access the editor an area will log into a blog post for their area of the NERNA site which includes the bread plugin allowing them to edit the meeting list. The login information is maintained on the spreadsheet in the google drive.

The login URL is individual for each area – Boston would be https://areas.nerna.org/boston/wp-login.php

Making meeting list PDF live with Bread Plugin: https://youtu.be/Jf7XU_mdryw

of virtual and live meetings: https://youtu.be/zlAx9IZe2kE

Post minutes to website

After every regional meeting the minutes will be distributed. Save them as pdf with the correct file name (NERSC -month name -YYYY) Post them to the minutes page by opening the File List plug in. From File List tab choose upload file. Navigate to the pdf on your computer that you saved – choose it and click upload.
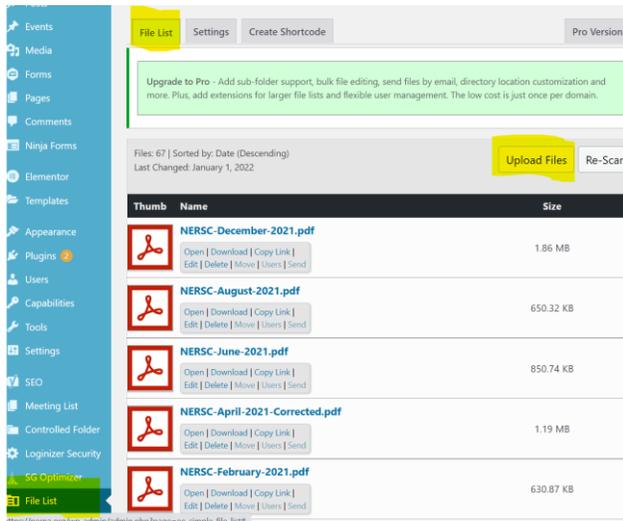
Google Drive

Access to Google Drive storage is available for anyone to use with a newenglandna.org email address

https://drive.google.com/drive/my-drive
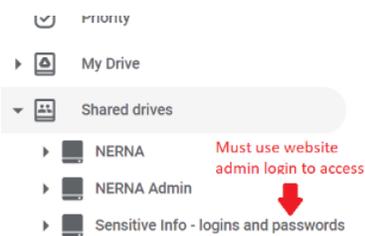
Annual Spending Plan

It is the responsibility of the website Chairperson to submit an annual Spending Plan in April

Here is an example spending plan

Website Committee Spending Plan 2021-2022 Fiscal Year.				
Set Aside Account?	yes			
What	**Provider**	**Period**	**Cost**	**Expected date of expenditure**
Domain ID Protect nercna.org	Siteground	1 year	$24.00	3/20/2022
SG Site Scanner Malware Monitoring nercna.org	Siteground	1 year	$19.80	3/20/2022
New England NA domain privacy newenglandna.org	GoDaddy	1 year	$9.99	2/14/2022
New England NA domain privacy nerna.org	GoDaddy	1 year	$9.99	9/14/2021
New England NA domain registration nerna.org	GoDaddy	2 years	$40.34	9/14/2021
WordPress plugin Gravity Forms	Gravity Forms	1 year	$59.00	12/9/2021
WordPress plugin (contigency)	Unknown	1 year	$50.00	
BMLT/Phoneline	Digital Ocean	annual	$120.00	Feb-22
Phoneline	Twilio	monthly		$10 Have a credit until June 2023
WordPress plugin (contigency)	Unknown	1 year	$50.00	
New England Region website hosting	Siteground	3 years	$1,007.64	4/4/2022 (Working towards alternative)
Crisis help (e.g., if we get hacked)	Unknown	one time	$350.00	
Projected Total			1740.76	
		BiMonthly Set aside	$	290.13

Keep track of the due dates and payment methods – make sure that the region is aware of upcoming expenses -especially large ones.