

Portage Northern Soccer Webmaster

Responsibilities- maintain the web site such that it's a repository of useful information for players and parents, and so friends and relatives can catch a flavor of the outstanding soccer program that's run by our coaches and athletic director with important help from parent volunteers. The web site can be as simple or complicated as the webmaster chooses to make it.

1. Confirm or make arrangements for a place to upload files on the web where PN soccer supporters can access them. Currently, by agreement with the PN Soccer Boosters, the boosters reimburse the webmaster, who pays an annual fee to hostexcellence.com for web hosting and for our easy-to-remember website name "pnhsoccer.org". This hosting may be continued, or if the future webmaster finds a better or less expensive plan from another service (some services offer free web hosting in return for advertisements on each page) the webhosting may be changed. The current webhosting contract runs through June 4, 2011 and costs \$60/yr.
2. Stay in touch with head coach, booster members, and key volunteers who all supply information for dissemination. Update web site as time allows.
3. Ask for volunteers from varsity and JV teams to write "game summaries" of each game (or at least most games). These stories are especially interesting to those who may not have been able to come to the game, and they can be enjoyable to all. It's important that these summaries be supportive/positive and not criticize any individual or individuals associated with either team. In short, they should show the highest regard for high school soccer and reflect well on the spirit of competition.
4. Organize web site such that it's easy to find information and easy to navigate from page to page. Content typically available includes-
 - a. Home page that shows the latest news and items of high interest (e.g., bulletins, recent game summaries and perhaps photos), as well as links to other pages.
 - b. Schedules for varsity and JV.
 - c. Results for varsity and JV.
 - d. Rosters for varsity and JV.
 - e. Maps to road games.
 - f. Booster club news and minutes of meetings.
 - g. Concession stand schedules and news.
 - h. Photos of players.
 - i. Information about our coaches.
 - j. Other information from the coach.
 - k. For example, go to <http://pnhsoccer.org/2009womens/>
5. Communicate with Booster Club about renewal of the URL "pnhsoccer.org" and the webhosting account so it doesn't lapse unless you and the boosters agree to use a different URL or transfer to a different web hosting service (which may or may not include the URL)

Feel free to consult with previous webmasters with any questions regarding setup and maintenance of the website. They'll be more than glad to help.

Spring season webmaster: Norman Jansen, 269.323.9420, nbjansen@gmail.com

Fall season webmaster: Alex Nemeth, 269.323.8100, alexnemeth@sbcglobal.net