HARDLEY RUNNERS

Job Description – Webmaster

Post currently held by

Simon Ibbotson (2024/25)

What is 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 the main menu bar at the top and bottom of each page.

How I do the job:

1. The website and domain are hosted by Eco Web Hosting (https://my.ecowebhosting.co.uk/).
2. You will need to keep up payments from the club for hosting and the domain name. The cost is around £31.99 for hosting per year and £7.49 for the domain per year.
3. Above all the aim has always been to keep it simple. We don't have sub tabs. We don't have databases.
4. Online membership process is handled through Membermojo, which Adrian Mudle currently administrates and the Membership Secretary manages for renewals each year.
5. I create and amend pages using Notepad++, which involves editing the website HTML code directly. The previous webmaster used the software Adobe Contribute 4, which doesn't required code editing.
6. There are 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. 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 Strava, our Facebook page, etc. Include a link to the full results and a photo or two, and a link if a photographer was present (for example from Hammy for the RR10s).

- The Race Diary page is updated with the league event dates for the year and the main calendar of events is updated by the Race Diary Manager via the club's Google calendar.
- Reports from our Publicity Officer can be included on the news page (this doesn't happen much these days as news is often just posted on our Facebook page).
- 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 new material can be initiated, 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.

7. When pages get too big they can be archived. There is a chain of old news from the bottom of the news page. Members sometimes like to work back and see old stuff so it is generally good to archive it in that way rather than throw it out.

Skills and resources needed:

1. Computer with broadband internet access and good virus protection.
2. Basic knowledge of how simple websites work. This can be picked up on the job.
3. 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. On average it takes maybe a few hours a week.
4. Basic knowledge of English grammar and spelling and the ability to do basic editing of copy which members submit.
5. Ability to edit HTML (the 'Notepad++' program is free and makes this easier) or common sense to operate a web publishing programme, like Adobe Contribute. Knowledge of HTML, Javascript and so on is not necessarily required.
6. Word processing programme, like 'Microsoft Word', 'Google Docs', etc.
7. Program to make/edit PDFs. I use 'PDF24', which is free.
8. Basic knowledge of spreadsheets is useful to sort and manipulate race results. I use 'Microsoft Excel'. Helpful to know about the concatenation ("& function") and how to manipulate character strings so names are displayed vaguely consistently. This would only take a few minutes to learn.
9. Program to edit (mainly restricted to cropping and re-sizing) photos. I use 'Photoshop Elements' but 'GIMP' is a free alternative.
10. Most photo albums are now hosted on our Facebook page; however a program such as 'Jalbum', which is free, can be used to make photo albums for the website if needed.
11. Program to upload files to the remote server. Used if updating HTML files, photo albums and PDFs that need amendments. I use Filezilla which is free.
12. Facility with Google search and sometimes dogged persistence in order to be able to track down race results.
13. Use of Google search to find clip art, event logos, etc.

Contact me if you have any questions or need any help

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