

# Website Questionnaire for TAQG – Meeting March 29, 2016

Guild Name \_\_\_\_\_

Webmaster \_\_\_\_\_

1. Who does your hosting? \_\_\_\_\_

What is the charge for the hosting? \_\_\_\_\_

2. Who does your website maintenance? Member (webmaster)? \_\_\_\_\_ Other. Who? \_\_\_\_\_

How often do you update your website? \_\_\_\_\_

3. How are major changes vs. minor updates vs. corrections to the website defined?

Cost for website maintenance: Minor \_\_\_\_\_

Major \_\_\_\_\_ Webmaster hours/month \_\_\_\_\_

Who can request minor website changes/corrections? \_\_\_\_\_

4. Does your webmaster have a backup or webmaster-in-training? \_\_\_\_\_

How are files backed up? \_\_\_\_\_

Has your website been hacked? \_\_\_\_\_ What did you do? \_\_\_\_\_

5. Do you track how many visitors see your web site? \_\_\_\_\_

Have you gained new members because of your web site? \_\_\_\_\_

Is your website the main source of communication with your guild? \_\_\_\_\_ If not, what? \_\_\_\_\_

6. Does your website link to the TAQG website? \_\_\_\_\_ TAQG Newsletter? \_\_\_\_\_

7. Is the following content in a public area or a passworded area on your website?

**None   Public   Passworded**

- |                          |                          |                          |                                       |                          |                       |
|--------------------------|--------------------------|--------------------------|---------------------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meeting Place & Time                  |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guild info contact                    |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Upcoming program                      |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Executive Board names                 | <input type="checkbox"/> | Contact email or link |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Committee leader names                | <input type="checkbox"/> | Contact email or link |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Committee functions                   |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Volunteer Opportunities               |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community Service                     |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Newsletter                            |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meeting minutes                       |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Programs (scheduled for rest of year) |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Workshops                             |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Raffle Quilt                          |                          |                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Quilt Show                            |                          |                       |

# Website Questionnaire for TAQG – Meeting March 29, 2016

Guild Name \_\_\_\_\_

Webmaster \_\_\_\_\_

**None   Public   Passworded**

- |                          |                          |                          |                       |                          |                        |
|--------------------------|--------------------------|--------------------------|-----------------------|--------------------------|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roster – member names | <input type="checkbox"/> | email, phones, address |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Membership form       |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bylaws/Standing Rules |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Retreats              |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Library Book Listings |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photo Gallery         |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Block of the Month    |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Upcoming shows/events |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Quilt Guilds          |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Recommended sites     |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Quilt Shops           |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fabric Manufacturers  |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Retreat Facilities    |                          |                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sponsors/Advertising  |                          |                        |

Other

Is there any info not already covered, that we should know?