Welcome to the website!

Congratulations on finishing your website training! With this letter, I would like to welcome you to the team of editors and committee members that keep the website running, and explain some best practices that we would like you to follow when working with the website. That way, the backend stays nice and orderly, and we have less chance of objects breaking and needing fixing.

Website Redactie en Beheer

As someone who has completed their training, you have become part of a team of members that have also completed their training, called the Website Redactie en Beheer, roughly translated to Website Editors and Maintenance. Together, we are responsible for maintaining the website and creating new events and articles, among other things. The team is also a good place to ask for help when you get stuck, or learn more skills about website maintenance. Even if you do not use it for Aqua, web development skills always look nice on a CV.

The team is headed by the WebCie, the committee in charge of the more difficult parts of the website, such as the hosting, server location, design and updates. They lay the foundation of the website and make sure that you, and the team, can work well with the backend. If you are unsure as to where you should place files, pages, banners or other very specific stuff, you can ask the WebCie for advice. If you come across errors or pieces of the website that are broken, also inform the WebCie, so they can take a look.

User role

Every member of Aqua has a website account and thus also has a user role. For most members, this simply indicates that they have a registered account and can sign up for events. The members that are in the editing team have other user roles, that dictate what they can and cannot do in the website. Which user role you have is determined by the skills you have learned. If you know the basics, event and articles (the functionalities used most), you have more restrictions that someone who knows the website back to front. The WebCie assign members with their user roles. If you feel you have the wrong user role, please ask the WebCie to have a look.

Best practices

To keep the backend as neat as possible, and keep working with it as pleasant as possible, it is important that you follow the best practices. These best practices are aimed at keeping the media manager clean and to make sure that other members of the editing team can understand what you changed in the backend. That way, working with the backend is easier and clearer for everyone.

Consider the follow:

- Always open and close the objects you edit properly, so others can access them as well.
- Give new file a clear, short and concise name, without any spaces. This makes linking documents much easier.
- Upload files in the correct formats. Put images in .jpeg or .png and documents in .pdf formats. Video files should be in .mp4. Other formats can be uploaded but not used (properly) on the frontend.
- When uploading files, put them directly in the correct folder. Files cannot be moved once uploaded, only deleted and re-uploaded. If you are unsure where to place a file, ask the WebCie or editing team first. Please refrain from placing files willy-nilly.

- When deleting files, make sure that you have a local copy and that the file is not used anywhere on the frontend, otherwise we will end up with broken links. Keep a local copy of the file just in case, so any links found can be fixed quickly.
- Training other members on how to use the website is encouraged, but please discuss this with the WebCie first, so they know who is going to be trained and in which skills. Then they can assign the correct user role to the new members of the editing, both during and after their training.

Technical questions can often be answered by using the Website Backend Maintenance Manual. This can be found under Docs in the Members' Menu and describe all the relevant functionalities we have in the website, and how to use them. Again, you can also ask the editing team for advice.

If you have any other questions, please feel free to ask them to the WebCie or otherwise within the editing team app group. We are more than happy to help you out.

Kind regards,

-Guus Beerkens, currently the entire WebCie

September 2023