***Ideas for a Troop Scout Webmaster***

1. Pages for which the scout would be responsible:
   * Public Side

* Scout Skills
* About Troop 23 Scouts
* Order of the Arrow (eventually)

1. Private Side
   * Meeting Minutes (from PLC, information transferred to troop calendar)
   * Scout Search (add individual pictures of scouts) (see below)
   * Flag Schedule (making sure that the teams are updated by reminding the scoutmaster when new scouts join troop)
   * Photo Gallery

The function of the Scout Webmaster should involve not only updating the website but it should involve developing leadership skills that focus on communications, planning, identifying information that is needed, locating the resources and then organizing the information. One of the most important part of this is that the website should be up-to-date as much as possible.

At the beginning we will start slowly and the new Scout Webmaster will have responsibility for specific pages:

**Scouts Skills page.** The original intent of this page was to link it to the Skill of the Week and was to include information about that would be useful for scouts to prepare them or to help them review. Updating this page would involve

1. Identifying the skill
2. Locating resources that are “website friendly”
3. Updating the page with the information.

This could be done in several ways. The skills could be done monthly or weekly. Or, if a list of skills is available, they could be identified as above, placed in a document/PDF that is link on the site. Scouts would look up the information. The way this is done could change overtime as experience is gained. The Scout webmaster could work with me or with an assistant scoutmaster (or with some other leader involved in the particular skill area)

**About T23 Scouts**: One of the things about the troop is that I don’t know who the scouts are and other people may be in the same position. I would like the new Webmaster to take pictures of each scout, put the picture in the Scout data base so that we have a face to each scout (this should also be done for all of the adults – but that is a different story). Then each week a short bio about one scout could be placed in the About T23 Scouts page. The format of the bio would be developed and may change as experience is gained. Following internet guidelines we would not include scouts last names or home addresses. Eventually, when all of the scouts biographies are obtained, the Scout could create a “troop directory” or troop Year book. Creating this yearbook would involve working with adult leaders who have experience doing this with other organizations and would involve such things as figuring out costs, best way to present it online, etc.

Another aspect of the About T23 Scouts would be to highlight scouts who have accomplished things. For example, when scouts finish BOR’s making rank, this could be highlighted; if a scout receives a special scouting or non-scouting award it could be noted.

**Order of the Arrow Page**: Information on the Order of the Arrow page should be the responsibility of the OA representative in the troop. When I request this information from a scout, it was not forthcoming. One of two things could happen here:

1. If we have an OA representative (scout) the Scout Webmaster could request that he provide specific information for the website. This information could include:
   1. Information about upcoming elections
   2. Information about ordeals
   3. Information about special programs (NOAC) and opportunities
2. Once the information is obtained by the webmaster from the OA representative he could upload it and format it on the website.
3. This might involve the Scout OA Representatve working with an Adult OA representative when creating the information. The Scout would work with the Scout – who might be working with an adult.

**PLC Meeting Minutes**: At the present time the SPL meeting minutes are supposed to be sent to me. If they are sent I upload to the PLC meeting minute’s page and then I update the calendar with the information. This would now be the function of the Scout Webmaster. I believe Ted Dutkowski is creating the meeting minutes now.

If it happens that Patrols start having meetings where they take notes, these meeting notes might be added to the website (either as pages or PDFs)

Meetings where there are votes might also be added by the webmaster who coordinates with the Troop’s Scribe.

**Flag Schedule**: At the present time, the Flag Schedule needs to be updated. I removed some scouts I know are no longer in the troop but I think there are more and I think they are not all listed. The Webmaster (should in December each year but this year it would be in January or February) contact the SPL and the Scoutmaster to go over the listing of dates (to make sure we will be doing flags still on these days) and to confirm that the list of Team 1 and Team 2 is correct. If corrections are needed the Scout Webmaster will update the page. Also the Webmaster as a double-check, will confirm that the information is listed on the Troop online calendar and that correct teams are listed for placing flags up or taking them down.

**Photo Gallery/videos**: There is a photo gallery on the site however the site is quite slow and cumbersome. The webmaster could ask scouts who take pictures to send them to him; he could work with the pictures to make the “website ready” and upload them either to the site to be used or viewed on the website

Eventually, we could identify a site where the troop could upload its pictures (such as FLICKR or Shutterbug) for members of the unit to view. The scout would work closely with someone in the troop who is familiar with the services

Hopefully adults in the troop who have responsibility for certain aspects of the Troop will take responsibility for updating their pages (or at least providing final copy so that it can be placed on the website).

As the webmaster become more familiar with and comfortable working in the with the site he will have more responsibilities creating and updating pages.

Yours in Scouting,

Mercy Faust