

Website Policy & Procedures

Website Policy

It is the goal of this committee to maintain the cpsscifair.org website as the most up-to-date source of information concerning the Rules, Regulations, Resources and Schedules pertaining to the Chicago Public Schools Student STEM Exhibition.

Maintaining the website requires close coordination between the website manager and many other committee chairs.

Procedures

In order to maintain the website, the members of the committee will need to be comfortable using SeaMonkey and/or Microsoft's Expressions Web 4 (both free downloads) or any other WYSIWYG html editor. In addition, familiarity with any common FTP protocol (FileZilla for example) is needed to transfer edited page.

Each person working on the website must maintain a current mirror of the website on their local computer, create or edit the material locally and then upload it to the host (GoDaddy). Once uploaded, the changes should be tested with various browsers (Edge, FireFox, Chrome, etc.) to detect any incompatibilities. After any update, the 'Last Update' date on the home page must be changed.

Members of the committee should also be able to edit MSWord, MSExcel and MSPowerPoint files and convert them to .pdf format.

Approximately once a month the free program, Xenu, should be run to detect and flag any broken (Not Found) links.