

Actions Required when Committee Members Change

The names and email addresses of the current committee members are held in specific parts of the website. Therefore, when committee members leave or new ones are appointed, the administrator will have to update those parts of the website with the new details.

1. Committee Members' Names are Stored in an EME Group

We keep the names of the current committee members in an EME group so that we can restrict access to committee papers & member details to the current committee members.

The screenshot shows the 'Edit group' interface in the EME Booking system. The left sidebar contains a menu with options: Menu, Users, Media, EME Booking (selected), Events, Locations, Categories, Holidays, Custom Fields, Templates, and Discounts. The main content area is titled 'Edit group' and contains the following fields:

- Name:** Committee Member
- Description:** Current member of the Wirral Cycling Group Co
- Group email:** (empty field)
- Public?:** No (dropdown menu)
- People:** A list of names with 'x' icons for removal: Anne Lear, Dave Branch, David Brewer, David Hill, Mike Elkins, Peter Williams, and Steve Downs.

At the bottom of the form is a blue button labeled 'Update group'. A blue arrow points to this button.

To update the details open the Groups menu item in EME Booking. To add a new committee member, start typing their surname at the end of the list of people and then select their record. To remove a person from the Group, click on the x next to their name. Then press the Update group button at the bottom of the page.

2. WCG eMail Addresses

We use Ionos Mail Basic (addresses with the envelope logo) to give each member of the committee and the administrator of the system (admin@wirralcycling.org) an email address in the form john.smith@wirralcycling.org. They can then use that address to send out emails on behalf of the club without revealing their personal email addresses. Any replies to those emails will be passed through and stored on the Ionos email server, and then forwarded to the recipient's personal email account.

The screenshot shows the Ionos Email Addresses management interface. The top section has a search bar and a 'Search' button. Below is a table of email addresses:

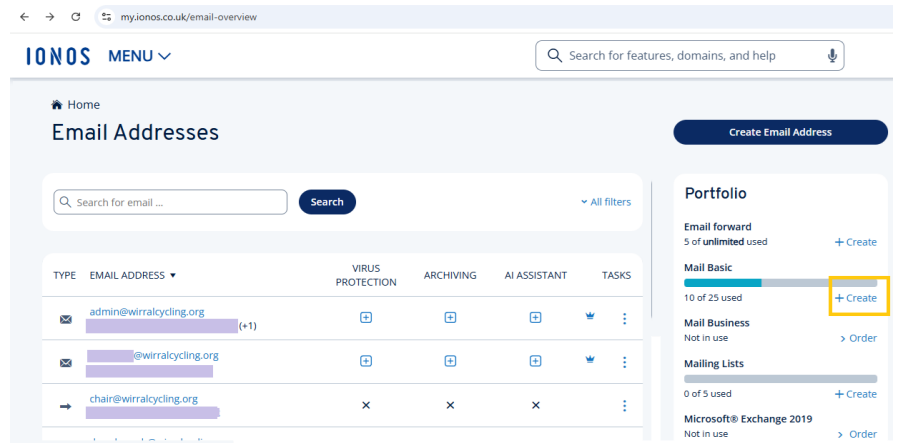
TYPE	EMAIL ADDRESS	VIRUS PROTECTION	ARCHIVING	AI EMAIL ASSISTANT	TASKS
✉	admin@wirralcycling.org (+1)	+	+	+	⚙
✉	@wirralcycling.org	+	+	+	⚙
✉	@wirralcycling.org	+	+	+	⚙
➡	chair@wirralcycling.org	x	x	+	⚙

The right sidebar contains a 'Portfolio' section with the following items:

- Email forward:** 5 of unlimited used. + Create
- Mail Basic:** 11 of 25 used. + Create
- Mail Business:** Not in use. > Order
- Mailing Lists:** 0 of 5 used. + Create
- Microsoft® Exchange 2019:** Not in use. > Order
- Extra 10 GB email Storage:** Not in use. > Order

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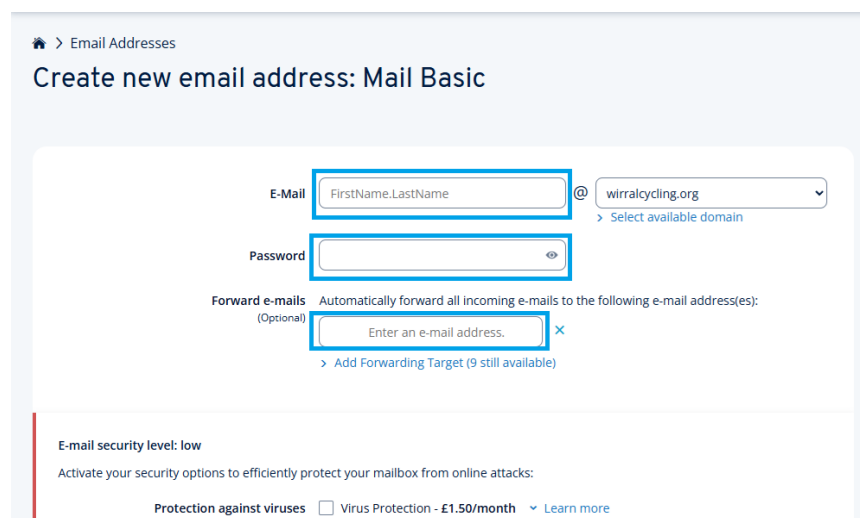
When a new person joins the committee, the administrator should create a wirralcycling.org email address for that person by clicking on **+ Create** for Mail Basic.



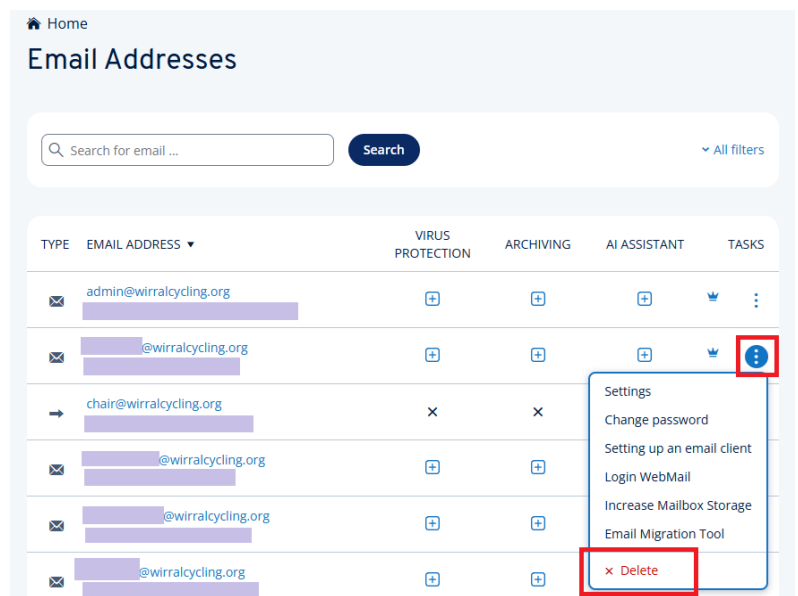
Then put their name into the first box in the form '*FirstName.LastName*', give them a password (usually their phone number) and enter their personal email address.

Ignore the boxes below; they are just trying to sell extra services from Ionos.

Press the Save button at the bottom of the page.



After you have added all the email addresses for the new committee members, delete those of the committee members who have left by clicking on the **TASKS** button for each address and pressing **x Delete**.



Don't forget to send an email to the new committee members telling them how to use their new official email address and the password you have assigned.

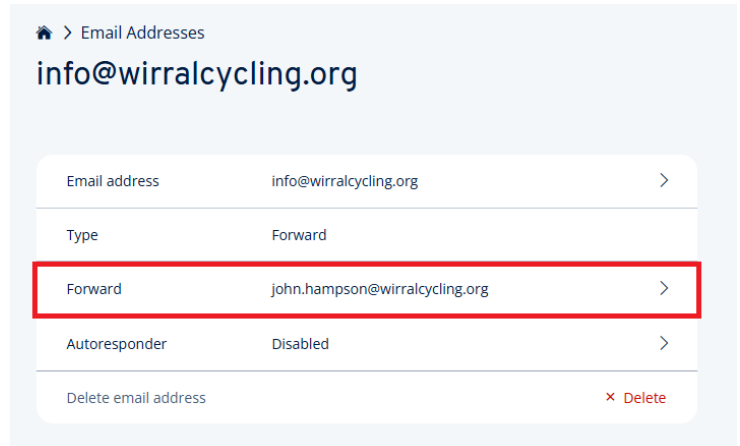
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We also use Ionos's Email forward function (indicated by addresses with the arrow logo) so that members of the public can send emails to specified roles without knowing the person's personal email addresses. We have set up email addresses for:

- the Chair (chair@wirralcycling.org),
- the Secretary (secretary@wirralcycling.org),
- the Treasurer (treasurer@wirralcycling.org),
- the Membership Secretary (membership@wirralcycling.org), and
- the Website Administrator (info@wirralcycling.org)

When the occupants of those roles change the administrator must update the corresponding email addresses so that any emails are forwarded to the new occupant of that post.

To change the forwarding address, click on the current email link, hover over and then click on the row titled "Forward".

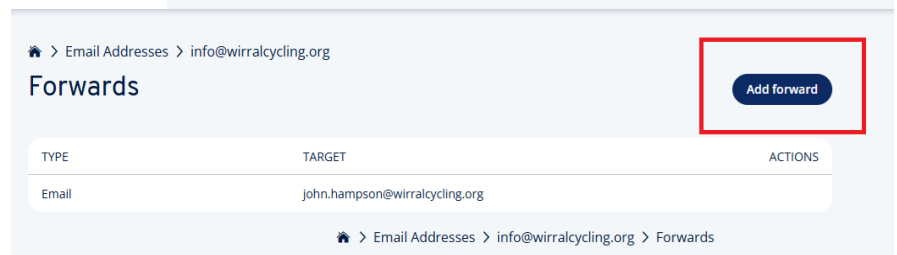


🏠 > Email Addresses

info@wirralcycling.org

Email address	info@wirralcycling.org	>
Type	Forward	
Forward	john.hampson@wirralcycling.org	>
Autoreponder	Disabled	>
Delete email address		✕ Delete

Press the button marked "Add forward"



🏠 > Email Addresses > info@wirralcycling.org

Forwards

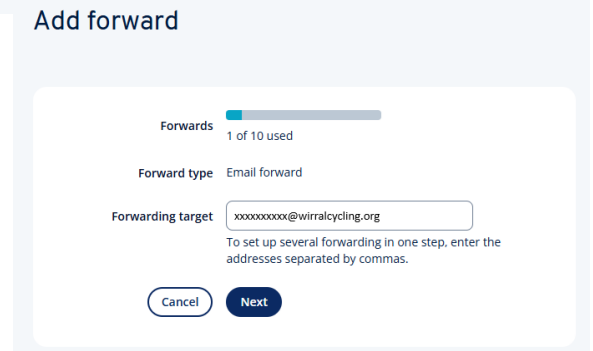
TYPE	TARGET	ACTIONS
Email	john.hampson@wirralcycling.org	

🏠 > Email Addresses > info@wirralcycling.org > Forwards

Add forward

and enter the new occupant's email address in the box called "Forwarding target".

Then press "Next":



🏠 > Email Addresses > info@wirralcycling.org > Forwards

Add forward

Forwards 1 of 10 used

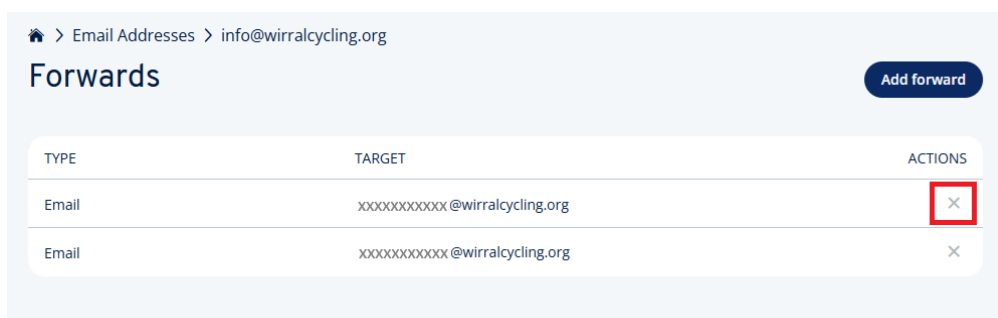
Forward type Email forward

Forwarding target xxxxxxxxx@wirralcycling.org

To set up several forwarding in one step, enter the addresses separated by commas.

Cancel Next

This will create two email forwarding addresses in the Forwards section. You can then delete the old forwarding address by clicking on the x on the right-hand side of the record:



🏠 > Email Addresses > info@wirralcycling.org

Forwards

Add forward

TYPE	TARGET	ACTIONS
Email	xxxxxxxxxx@wirralcycling.org	✕
Email	xxxxxxxxxx@wirralcycling.org	✕

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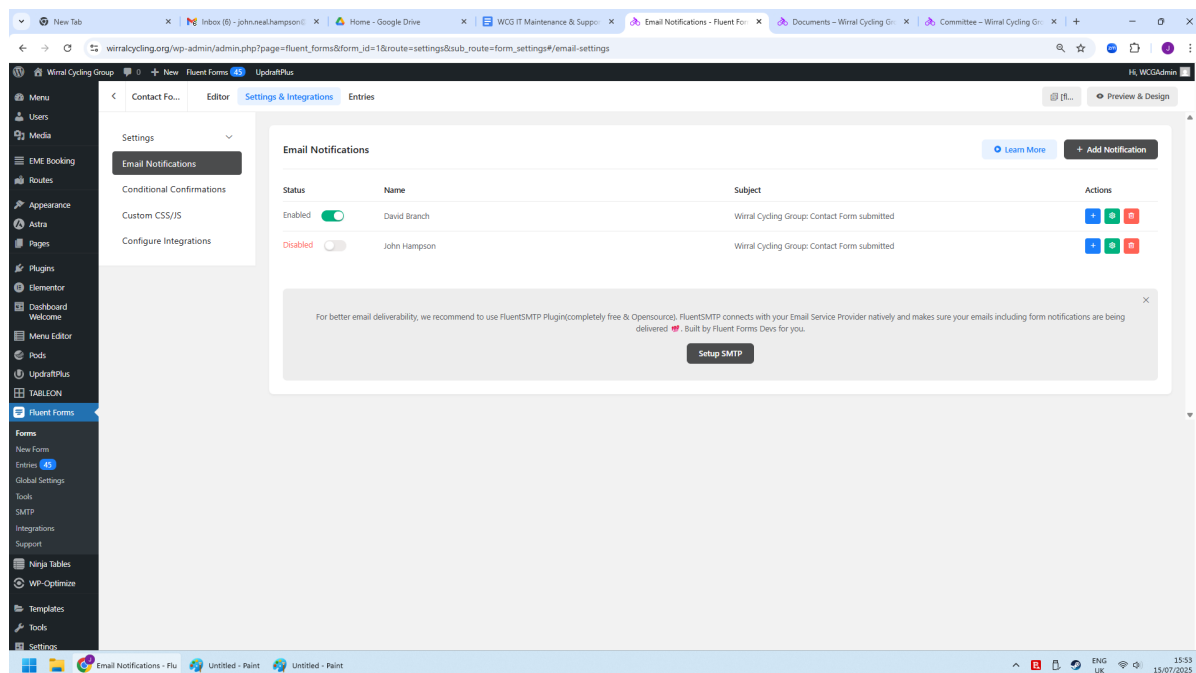
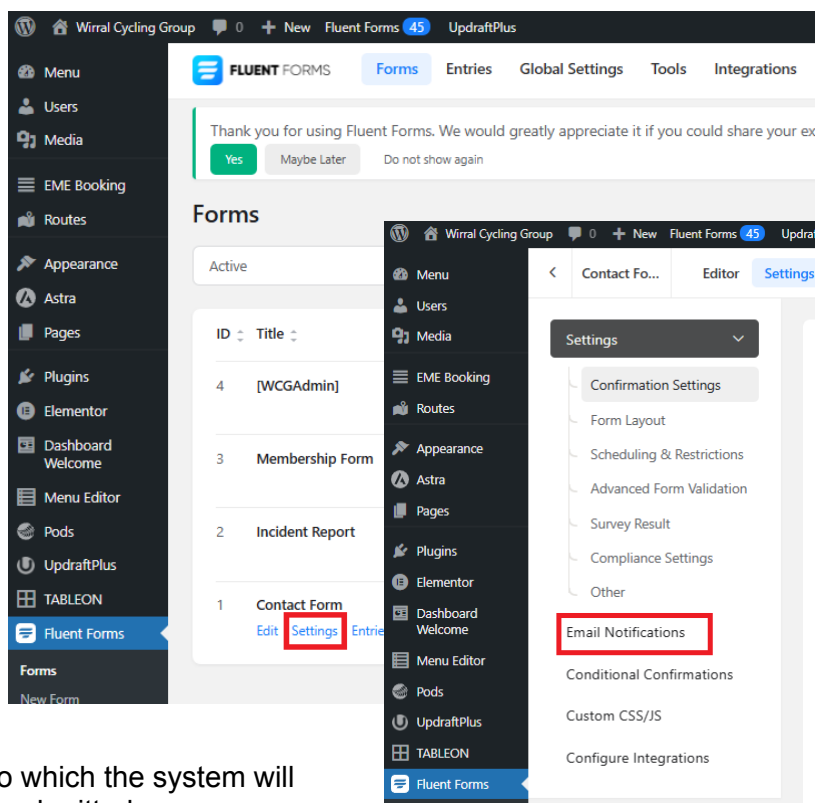
3. Forms Submitted on the Website are sent to Specific Committee Members

The website has three forms for people to contact or send information to the group. When people complete a Contact Form the data is forwarded to the email address of the Secretary; Incident Reports are forwarded to the Chair's email address; and Membership Forms are sent to the Membership Secretary's email address. So when / if the people in those posts change, we must update the system with the new person's email address.

To do that go to the Fluent Forms menu item, move your mouse over the form that you wish to change and click on the Settings link.

Then choose the Email Notifications option

That will allow you to click on the Green Settings button (right-hand side of the screen) to change the name and the email address to which the system will send emails when that form is submitted.



You may wish to have both the old and new person's name and email address set up and switch between them using the radio buttons on the left-hand side of the page when the new person officially takes over the role.

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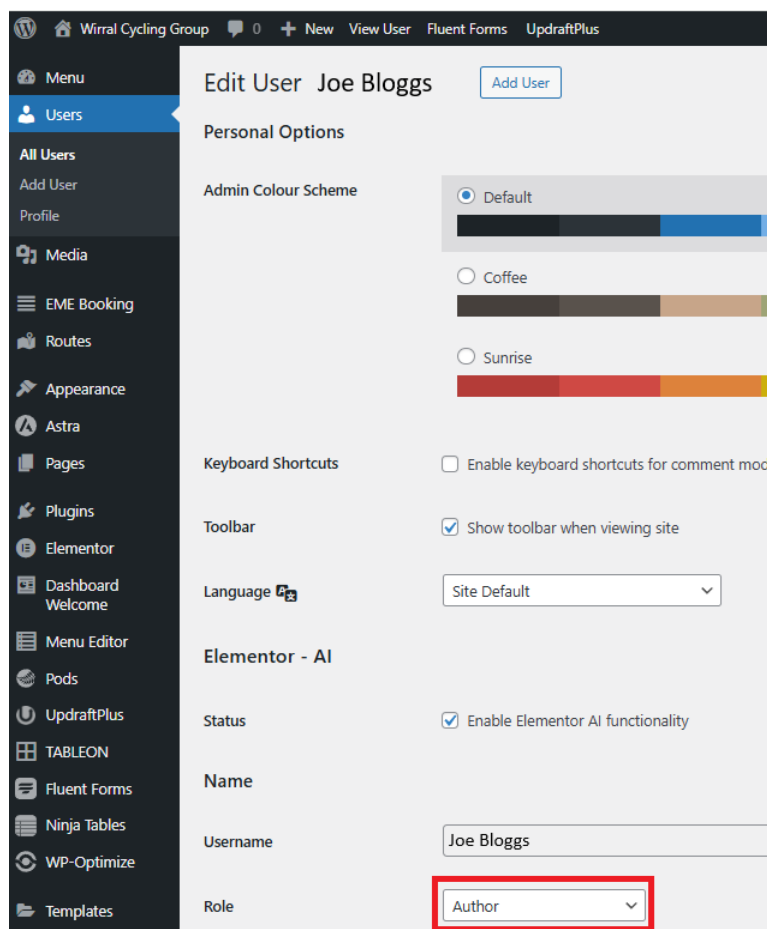
4. Access Rights of WordPress Usernames

The Treasurer, the Membership Secretary and the Ride Coordinator all need to have Editor access to WordPress so that they can see and update members' and ride leaders' data.

So when someone takes up one of those committee roles you need to go into the Users section of Wordpress, give them a user name if they don't have one already (see Section 2.3 of the WCG Maintenance & Support Manual) or if they already have a username, Edit it and upgrade their Role from Author to Editor.

And conversely when someone leaves one of those roles you should degrade their role back from Editor to Author.

But note that you may have to allow a period of a few weeks before removing a committee member's access rights to give them time to handover the role to the new person.



5. When a New Person Becomes Responsible for the Maintenance of the Website

When a new person takes over responsibility for Administration of the website, there is no need to change anyone's access rights; just tell the new person the Username and password for the Site Administrator's role.

But it will be necessary to change the contact details in Ionos so that any email messages that Ionos send about the site will go to the new person or persons.

To do that log on to Ionos and change the details in My account / My customer data, so that the name and address are those of the person responsible for dealing with Ionos (usually the Treasurer), the contact email address and phone number are those of the Website Administrator and that Additional email address for invoice receipt is that of the Treasurer.

Finally, once each month UpdraftPlus (the backup plug-in) sends copies of the website data (contents and code) to a destination specified by the administrator. When the administrator changes, don't forget to tell Updraft Plus to send those copies to a new location.