Standard Operating Procedure: Gulf Wars Web Minister

Role: The web minister's primary purpose is to manage and edit the web page for the War, located at https://www.gulfwars.org/.

Purpose: This Standard Operating Procedure aims to provide clear and consistent guidelines for the Gulf Wars web minister. This SOP ensures that all subsequent Gulf Wars web ministers use a standardized approach to maintain quality and efficiency.

Scope: This SOP applies to the Gulf Wars Web Minister and Web Minister Deputy(ies) as applicable.

Budget: The costs for this are the hosting fees, SSL certificate fees, and fees for any apps that are being used such as the current app for the schedule or any apps in the content management system that are added that charge fees. Namecheap is currently hosting the site and providing the SSL certificate.

I.   Qualifications/Requirements

The Gulf Wars Webminister is appointed by the War Autocrats and can be removed by the Autocrats.

A Webminister should have HTML experience and a familiarity with FTP usage. Minimum requirements include:
• Experience writing and/or editing content.
• Experience with desktop publishing.
• Proven ability to produce content on a regular basis.
• Reliable email/Internet access.
• A working telephone.

II.   Transition Procedures:

Congratulations! You have accepted the role of Gulf Wars Web Minister. Here are the first things you need to do:

1. Gain access to the content management system for the website. This is currently hosted in WordPress.
    a. https://gulfwars.org/wp-admin
    b. Username: Webminister/Webdeputy
    c. Password will be given to you by the previous Web Minister or the Autocrat(s)

2. Gain access to the email account for webminister@gulfwars.org (this is currently a Gmail account).

3. Make sure all the hosting and SSL accounts are up-to-date and all fees have been paid that need to be paid.

III.   Gulf Wars Webminister Responsibilities

A. Regular updates to the Gulf Wars Website.

The website is an important communication channel for the Populace to get information about the War. Information needs to be up-to-date and accurate.

The Webminister needs to be in regular communication with the Autocrats of the War to make sure that information and announcements are posted in a timely.

The Webminister will interact with most department heads to get updated information for their department sections on the website. If they do not send information, the Webminister should proactively reach out to get the information.

If there is ever a question about the accuracy, relevance, or appropriateness of information submitted for the Website, the Webminister should discuss the situation with the Autocrats.

B. Timely responses to inquiries and communications from the Autocrats, other Gulf Wars staff members, and Royalty.
   a. The Webminister should strive to respond to emails within 48 hours.
   b. The Webminister should strive to post announcements (which may be time-sensitive) within 24 hours).
   c. The Webminister should strive to make edits to existing pages within 48 hours.
   d. The Webminister should strive to create new pages within one week of receiving the information (this process may take longer than editing an existing page or responding to emails).

C. Participation and attendance in Gulf Wars staff meetings as determined by the Autocrats.

D. Coordination with the Web Deputy(ies) and Master Scheduler.

E. Maintain a list of all usernames and passwords to aid in future office transitions.

IV. Content Requirements

A. SCA Required Disclaimer
All websites recognized by the SCA are required to display the following disclaimer and copyright statement. This statement should be displayed on the home page of the site but may instead be displayed on a separate page provided that an obvious link is provided on the home page. This disclaimer cannot be modified except for the bracketed areas "< >". If you wish to have additional text, it must be separate from the following disclaimer. The webminister's email address must be included but should be his official email forwarding address.

This is the recognized website for the <branch name> of the Society for Creative Anachronism, Inc. and is maintained by <Modern and/or SCA name of Webminister>. This site may contain electronic versions of the group's governing documents. Any discrepancies between the electronic version of any information on this site and the printed version that is available from the originating office will be decided in favor of the printed version. For information on using photographs, articles, or artwork from this web site, please contact the Webminister at<Webminister's email address>. He or she will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.

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B. Personal Information
Only SCA names and official Gulf Wars emails will be published on the Gulf Wars website. No personal information (even at the request of the person) will be published.

C. Intellectual Property.
Release forms are required for all intellectual property, artwork submissions, and photographs included in SCA publications, including the Gulf Wars website. The Webminister is responsible for keeping a file of the release forms. Refer to the SCA Society policy for more information and links to the forms.

V. Website Editing Procedures (Currently specific to WordPress):

To edit an existing page:

1. Log into the CMS/WordPress. It should open on the Dashboard. If not, click "Dashboard" in the upper left corner.
2. In the left-hand column, select "Pages." This will open a list of existing pages.
3. Click on the page that you wish to edit.
4. Make the edits that you want to make to the text and/or content of the page.
5. Click Update.
6. Verify that the changes have been made by choose "view page" from the menu at the top of the page.

To create a new page:
1. Log into the CMS/WordPress. It should open on the Dashboard. If not, click "Dashboard" in the upper left corner.
2. In the left-hand column, select "Pages." This will open a list of existing pages.
3. Click on the button on the upper left side that says "Add New."
4. Create a new page, adding content, graphics*, and links.
5. Click Update.
6. Verify that the changes have been made by choose "view page" from the menu at the top of the page.

Make sure to follow copyright guidelines for photos and graphics.

To post an Announcement
1. Log into the CMS/WordPress. It should open on the Dashboard. If not, click "Dashboard" in the upper left corner.
2. In the left-hand column, select "Posts."
3. Select "Add New Post."
4. Create a new page, adding content, graphics*, and links.
5. Click Update.
6. Verify that the changes have been made by choose "view page" from the menu at the top of the page.

Make sure to follow copyright guidelines for photos and graphics.