WEBMASTER

- Each month, receive the Newsletter from the Newsletter Editor and post it on our website. Also, bulk Email it to our members through Vision6.

- Receive requests to retrieve a member's forgotten password.This involves entering a new password in their Member Details screen and advising them the new password with a request to change it. You cannot see the existing password, but you can change it.

- Receive the monthly accounts from Optus and Vision6 and pass them to the Treasurer.

- Establish a working relationship with the main contacts on the U-mas steering committee.
- Participate about every 2 months in U-mas workshops. These are 90 minute sessions on Zoom and are very helpful.

- Manage U-mas. Perform regular updates and end of year rollover. Ensure U-mas is ready for annual re-enrolment.

- Manage our website hosting:
    - Crazy Domains hosts our Domain Name.
    - Siteground is our Webhost.   Here you can, among other things set up and manage @u3awaverley.org.au mailboxes.
    - Wordpress is the holder of our website.
    - The webmaster has full Administrator privileges for U-mas to perform many of the functions above.

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