

Website and Email Switchover Oct 21, 2022

WebMaster Tasks

All board reports are posted. (**only posted to the new site**)

Jobline listings up to date (**on both sites**)

Continue to keep site up to date:

- Jobline lists
- Updated site content as needed
- Posting Job Reports

Tested DNS settings for switchover to MODXCloud for domain

Have not yet tested MX settings to direct mail to google

Worked on issues with Forms.

Help with email accounts (password requests)

Archives Committee Tasks

- Attended meetings and provided input on the process
- Continuing to build/design Site for MPLA Archives
 - Front end look and feel
 - Structure for Metadata
 - Designing queries to sort, filter and retrieve records

Important Upcoming Activities

- Verify all board members have access to Google Workspace accounts
- October 21 I will switch over DNS records to point website to MODXCloud and email accounts to Google
- I purchased the domain, old-mpla.us. Once everything is working I will point that to the account on StableHost until our account expires (2023-03-08).
 - This will allow access to the old website.
 - Additionally 404's will provide a link to the old/archived site
- I will run a test of the DNS setup (web and email) early one morning to verify everything works.
 - If there are any issues, I hope to be able to resolve them by Oct 21.
 - Unresolved errors will delay the launch or result is only launching the service that works (ie gmail or webserver)

Future Tasks

- Train members of Archives TF to add metadata to existing records, creating new archives items, and evaluate/improve archives online.
- Plan for transition to new management of MPLA's online services
 - Train next Webmaster Brandon Katzir
 - Build new forms for MPLA
 - Teach common tasks
 - Site content updating/adding
 - DNS information
 - Managing MODX
 - Google Workspace admin tasks
 - Managing Machform app
- Train President, Exec Secretary, and other selected Board members on some basic tasks
 - DNS account
 - MODXCloud access
 - Website access
- Train Archives Task force people to use MODX