

## Webmaster's To-Do Items

### Weekly

- Check eMails and add appropriate information to site
  - Includes: agendas, minutes, reports
- Check eMail sign-ups in gravity forms and put them into eMailBuddy
- Check eMail accounts
  - [president@centralsaamontana.org](mailto:president@centralsaamontana.org)
  - [vpresident@centralsaamontana.org](mailto:vpresident@centralsaamontana.org)
  - [treasurer@centralsaamontana.org](mailto:treasurer@centralsaamontana.org)
  - [secretary@centralsaamontana.org](mailto:secretary@centralsaamontana.org)
  - [info@centralsaamontana.org](mailto:info@centralsaamontana.org)
- Check calendar and remove old items

### Every 2 Weeks

- Run and Download back-up
- Run Wordfence scan

### Monthly

- Send out broadcast to contacts 15 days before monthly meetings