

Webmaster Report for the January 2008 Inventory Assembly (SUMMARY)

Aloha and thank you for letting me be of service.

Website Changes

Site rewritten 3 times:

- 1) Clean up original code
- 2) Calendar fixed and updated
- 3) Add menus and new look
- 4) Move to CMS (content management system)
- 5) New calendar installed

Request Response Times

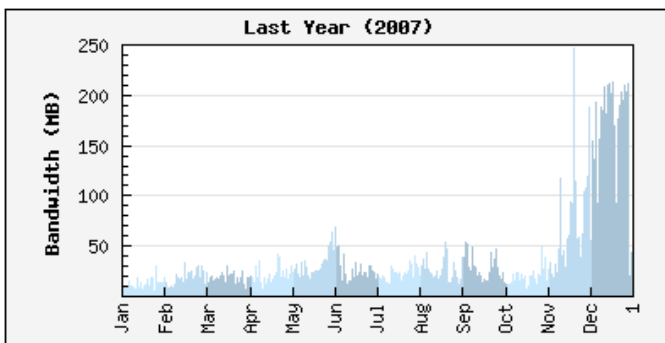
Requests handled within 24 hours, mostly quicker, unless there needed to be extended discussion of the request.

Communication with Area and Others

Besides the on-going rewrite of the of the site itself, I contributed my thoughts to the last Committee Meeting where the direction of the site was discussed. I also responded to a half dozen request for information from outside Hawaii about upcoming events, some Area sponsored, some not. Some of the requests came from as far away as Ireland.

Problems/Maintenance

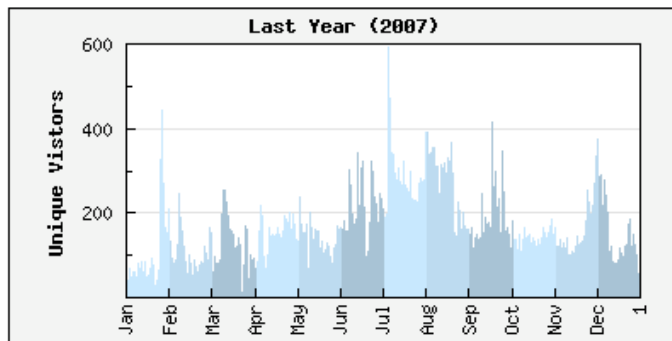
It was necessary to take steps to insure that the site would be available 24/7. It seems that from mid-November into December the Google robot, responsible for indexing sites on the web, had entered a looping cycle that was checking our site so often we were literally was kicked off-line by our provider, Netfirms. By configuring our sites permissions (robots.txt) it was possible modify Google's behavior and this problem should not reoccur. Here's a graphic representation of the problem.



Within the last week were hit with another problem, our email host was disallowing email attachments. I contacted support and was told that they were working on the problem which was larger than our own installation. Within a few hours I received notice that the problem had rectified and subsequent testing on my part confirmed that we could again send attachments. As soon as I discovered the problem I put up a notice on the website, first of the problem, later of the solution. I encourage everyone to check the website as part of any planned document distribution.

Some Visitor Information

In 2007 we had some 60,000 visitors to the site according to our hosts statistics package. Here's a graphic of the distribution by date:



Unique visitors came from:

9228 United States, 366 Canada, 351 China, 100 Germany, 93 France, 63 Norway, 53 United Kingdom, 34 Korea, South, 31 Ireland, 28 Japan, 25 Uruguay,
24 Australia, 23 Sweden, 18 Singapore, 18 Italy, 14 Netherlands, 11 India, 11 Austria, 9 Poland

The numbers don't reflect the stats on total visitors but do show the correct geographic distribution.

The Future

Because our webmail system does not allow us to email all forty (40) current @hawaii-aa.org email addresses I am looking into several different possible solutions.

- Using "mailing list" software configured to broadcast emails to sent to the list to everyone
- Installing "forum" software that would allow everyone to participate in discussions without the need for email.
- Both!
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Things to Keep in Mind

In addition I have some requests from this community in order to keep the things running smoothly...

1. Think about the size of the document you want to put up on the site. Large documents load slowly and frustrate visitors. If you want an image file on the site, use a lower resolution. If you want to put up a PDF, see if you can save it using the option to keep it smaller.
2. If your program puts a file extension like .doc, .txt, .pdf, or something else on your file name, please do not rename it. This is one way our computers know which program to use to open the file (this varies by operating system and age of the system, but it's a good rule of thumb). If you rename the file extension it may get the message saying your system doesn't know how to open the file, even if it's plain text. In addition try not to use spaces or punctuation in filenames:

This is from our super!!!! meeting & party.doc

should probably be:

super-meeting-party-minutes.doc

3. Think about the format of the document you want up on the site. While you may have and love GizzardSoft PretzelGraphics which puts out .prtzi files, not everyone does. There are lots of options for common file formats and while I won't go into them here I encourage you to [1] [contact me](#) if you want some assistance in this area.
4. If you send something you want put on the site, please, please, please check your email for the next couple of days. I was sent a request to put information up on the calendar but the person did not actually attach the list so I could do nothing. I responded immediately, but never heard back from the person. I hope they don't have a resentment because their information was never posted, but there was nothing more I could do. You might double check that mail from [2] area17webmaster@hawaii-aa.org isn't going into your spam folder, however much you might like it to do so.
5. Keep in mind that flyers look great in color on the web, but they may be very ugly when printed. Color printing is expensive so think of others when you make a flyer.
6. If you think there's a problem with the website, or our webmail, there may be one! Please let me know so I can look into it. So far the two big problems we've had were not found by me, but by someone who noticed something "wrong" with either the site or our mail.

Once again, thank you for the opportunity to serve.

Aloha! [area17webmaster](#)

This page available at [4] <http://www.hawaii-aa.org/?p=70>