WyASFAA Website
"Committee" Report

Committee Members:
Kelcie McBride
Susan Stephenson

WHAT HAPPENED AND WHEN:

MAJOR PUBLISHED CHANGES (not including contact updates or newsletter uploads)

- **Began Drafting Website 09/11/2017**
    - Included information regarding officers on home page
    - High School Counselor Workshop page (dates and basic info)
    - About Us
    - Annual Conference Page (basic info)
- **Removed other pages from view 09/12/2017**
    - Only Home page and Workshop page visible
- **Workshop Committee Members were Invited to Review Website 09/15/2017**
- **Created Workshop Presentation Pages 10/02/2017**
    - Member Log-in for Presentations
    - Counselor Access
- **Made other pages visible 11/03/2017**
    - About Us
    - Annual Conference
    - Workshop page
    - Helpful Links
- **Susan asked Directors for Feedback on Website 11/3/2017**
- **Added Conference Tab for Annual Conference Page 11/10/2017**
- **Created RMASFAA Page 11/15/2017**
    - RMASFAA 2016 and 2017
- **Created WyASFAA 2017 Page 11/16/2017**
- **Added Resources Tab 11/16/2017**
    - Includes Helpful Links
    - Made Member Contact List
    - Added Newsletter Page
- **Website promoted in December Newsletter 12/15/2017**
- **Created Corporate Sponsorship Page 12/18/2017**
- **Added About Us Tab 1/11/2018**
    - Includes About Us
    - Added Membership Page
- **Added By-Laws, Board Meeting Minutes, and Membership Invoice to Membership Page 01/11/2018**
- **Website promoted in January Newsletter 1/12/2018**
- **Added Basic Philanthropy Info for Annual Conference 01/18/2018**
- **Added Sessions Suggestions Info for Annual Conference 01/29/2018**
- **Created a Test Registration for Annual Conference 02/05/2018**

- o Several revisions were subsequently made
- **Added Annual Conference Save the Date 02/07/2018**
- **By-Law Revisions Approved, Updated on Membership Page 02/12/2018**
- **State Meeting Minutes Approved, Updated on Membership Page 02/14/2018**
- **Switched Newsletters from Resources Tab to About Us Tab 02/14/2018**
- **Added Seton House List of Items for Annual Conference 02/14/2018**
- **Posted Officer Candidates on the Membership Page 02/15/2018**
- **Added Letter from Board Member of Seton House to Annual Conference Page 02/21/2018**
- **Added Hotel Info for Annual Conference 02/21/2018**
- **Added RMASFAA 2018 Information 02/21/2018**
- **Susan tested the Test Registration for Annual Conference 02/23/2018**
- **Susan sent Test Registration to Conference Committee for Review**
- **Added Leadership Pipeline Info to RMASFAA Page 02/27/2018**
- **Opened Annual Conference Registration 02/28/2018**
- **Added Sliders to Home Page 02/28/2018**
- **Annual Conference Registration Teaser added to Annual Conference Page/Slider 02/28/2018**
- **Created Draft Program, Guest Speaker, and Survey Page for Annual Conference 02/28/2018?**
- **Election Results Posted on Membership Page 03/05/2018**
- **Published Guest Speakers Page for Annual Conference (updated as info became available) 03/09/2018**
- **Added Northwest as an Institution Option on Conference Registration 03/12/2018**
  - o Not entirely sure how that was missed
- **Created a Financial Literacy Page 04/04/2018**
- **Updated the draft Program Page for Annual Conference 04/04/2018**
- **Program Page approved by Committee, Published Program Page and linked for Annual Conference (will update as info is available) 04/05/2018**
- **Revised the Feedback Survey and sent Link to Conference Committee for Review 04/05/2018**
- **Created a Draft Session Questions Page for Committee Review 04/05/2018**
- **Added Program Information to RMASFAA Page (will update as info is available) 04/05/2018**
- **Added Session Questions Page and linked the Day One/Day Two pages for Comments 04/06/2018**
- **Removed Conference Registration Slider and Added Seton House Slider 04/06/2018**
- **Added Website and HS Counselor Workshop Committee Reports to Membership Page 04/09/2018**

UPCOMING CHANGES:
- Close Registration – Tentative 04/12/2018
- Finalize Guest Speakers Page and Program Page (as info is available) – Tentative prior to 04/20/2018
- Make Sessions Questions Page Available for others – Tentative 04/25/2018
- Make Feedback Survey Page Available for others – Tentative 04/26/2018
- Update Our Officers and Create a WyASFAA 2018 page – Tentative 04/30/2018
- Remove the Guest Speakers, Program, Feedback Survey, and Sessions Questions Pages from view – Tentative May, after Feedback Surveys are submitted
- Update WyASFAA 2018 page with Meeting Notes and *copies* of the Guest Speakers, Program, Feedback Survey, and Sessions Question pages (PDF copies of the pages so we can re-use the pages for future conferences) – Tentative May, after Feedback Surveys are submitted
- Reset the Annual Conference page to include a WyASFAA 2018 link and next year's conference dates – Tentative May, after Feedback Surveys are submitted and dates for Conference are chosen

WHAT WORKED AND WHAT DIDN'T:

WORKED
- Overall I think the website works well for our needs.
- Conference Registration (although there were a few drawbacks)

DIDN'T WORK WELL
- The form builder for corporate sponsorship isn't the greatest without the app's premium version (limits questions), but it works for what we absolutely need.
- Visitor Analytics works, but without the premium version of the app it duplicates visitors
- Manipulating all aspects of the *Wix* Events (you can't require questions that you create, not all answers show-up on registration until exported, you can't rename the submit payment button, and can't rename titles/sections on one event without it impacting other events)

AREAS FOR IMPROVEMENT
- Make website handicap accessible (*Wix* tells you how)
- Review formatting for mobile format
- Workshop presentation pages could be reformatted

FEEDBACK/SUGGESTIONS:
- Don't upload a new membership list each time (it can create duplicates and makes things difficult to update). Just revise the contact and then revise the membership list already posted on Google Sheets. This updates automatically once the website is republished.
- Don't recreate the wheel. Most of the pages have duplicate layouts (with simple changes) rather than utilizing multiple layouts. Duplicate a page you like then edit as needed.
- Check the settings for each page so the Google SEO, web address, visibility, and permissions are all correct.