App/Website Committee (1 Lead + 6-9 Volunteers)

The App/Website committee ensures the app/website is updated for the new Tour, including online forms, artists, images, studios, dates, etc.

What follows is a summary of tasks involved. More detailed 'how to' instructions will be provided to volunteers.

- ➢ Assign Studio Numbers:
  - • Use Google Maps to assign studio numbers to artists
  - • Provide assigned studio numbers to the Signs Committee and app/website volunteers

- ➢ Update GoodBarber app:
  - • Update information in app as needed for new Tour
  - • Create, maintain and update online forms as needed
    - o Registration Form
    - o Preview gallery Title Card Form
    - o Contact & Volunteer Forms (little to no activity)
    - o Email Collection Forms coordinated with advertising efforts (separate Form URLs for each ad) [n/a for app?]
  - • Update all studio addresses (Content List, All Places, Tour Map)
  - • Update all artist info and images (Content List, All Articles, All SFST Artists)
  - • Update the Donate page with new Sponsors/Donors
  - • Maintain and update the SFST Articles and the SFST Schedule

- ➢ Maintain existing website (website may be N/A in 2021)

- ➢ Document how-to's and suggest any improvements to process

Helpful skills: Basic computer skills, ability to follow instructions, attention to detail, need reliable internet connection, word processing and spreadsheet skills are a plus