



Web Maintenance

Daily

- ☐ Check for out dated ads
- ☐ Make updates to a calendar
- ☐ Are there special events?

Weekly

- ☐ Upload the sermon
- ☐ Upload discussion questions
- ☐ Upload calendar ads
- ☐ Upload bulletins

Monthly

- ☐ Look at static information. Has it changed?
- ☐ Refresh the site with new pictures
- ☐ Change the password
- ☐ Look at the statistics

Quarterly

- ☐ Retire unused pages
- ☐ Create new pages