
Web Ministers Handbook

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Kingdom of Meridies

Society for Creative Anachronism

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Introduction

Due to changing technologies and improving Web developments, the job of Webminister is very fluid. It is not possible to keep this handbook up to date on every issue a Webminister may encounter, but this handbook addresses issues in a general way and provides guidelines for Webministers to use. If clarification is needed on an issue, please seek guidance from the Kingdom Webminister's Office or the Society's Webminister's handbook.

A. Requirements for Local Webministers

1. Qualifications

The ideal Webminister has HTML and coding experience, a complete graphics lab at home, and experience dealing with Internet Service Providers and Hosting Companies. None of us is perfect, but there are some minimum requirements that are expected:

- Experience with writing or editing
- Printing or publishing experience, which may be in SCA publications (or a deputy with those skills to serve as newsletter editor)
- Balance and judgment in matters political
- A working telephone
- Regular contact with SCA activities
- Reliable email/internet access
- Ability to meet the ongoing requirements of the Webminister position, primarily, but not limited to:
 - Regular updates to website
 - Timely responses to inquiries and communications from local and Kingdom Officers
 - Monitoring of group websites within the Kingdom for policy compliance
 - Other duties and special projects that may be assigned by the Kingdom Webminister

2. Membership

Webministers must meet the membership requirements of the office as outlined in Corpora. Warrants and/or appointments of officers found to be without a valid membership shall be considered terminated as of the date of the lapse. Warrants terminated due to a lapse in membership may or may not be reinstated upon demonstration of a valid membership at the pleasure of the warranting authority and within the confines of the governing documents and Kingdom Law [BoD ruling 8/07]

3. The Term Webminister

While there are many different names that Kingdoms have come up with for the office of the Webminister, the only officially recognized name is Webminister.

B. General Guidelines for Websites

Websites should uphold high standards of excellence in order to show the pride that each group has in itself and provide the best possible reflection of the Kingdom.

1. Recognized Websites

For an Internet site to be recognized by the Society for Creative Anachronism, it must represent an established branch of the Society and must have a warranted Webminister responsible for its content. The Society for Creative Anachronism will not recognize web sites for households or guilds. Group officers with an Internet site for that office are responsible for ensuring that site complies with Society guidelines.

Websites that are not on the same domain name as the main Kingdom site may be deemed official if:

- The website complies with all Society and Kingdom guidelines
- The Kingdom Webminister approves
- The Crown approves

If a site fails to meet these requirements it will not be recognized as official.

All recognized websites must have a link to <http://www.sca.org> and <http://www.meridies.org>

2. Written Permission

Any time permission is required for the release of information, or permission to publish, either in writing or in electronic form, an e-mail from the person giving permission is acceptable. Such e-mail notifications should be archived, stored and in all other manners treated the same way written releases are treated.

3. Publication Permission for Personal Information

Personal information will not be published on any SCA-recognized Internet site without first gaining permission from the individuals involved. Permission must be received in writing (via email or by form, see the Form Appendix). Permission to electronically publish the contact information of an individual is in effect until that same individual revokes permission.

a. Personal information includes:

- Correlation of modern name to Society name
- Home or work address
- Phone numbers
- Personal email address

It is permissible to list a person's Society name in connection with any office they hold without permission, i.e. - Group Seneschal, Lord Robert the Volunteer; as well as "role" email addresses such as webminister@sca.org

b. Exceptions to this rule:

Personal information may be published behind a password protected portion of a Content Management System or Forums wherein the information being published has been released via an online consent during registration, and is maintained by the individual in question, and by providing said individual the option to remove their information at a later time.

4. Web Publication Standards

a. Relevance

The following Web publication standards are relevant for the following Web sites: Kingdom of Meridies official Web site, local group sites, sub-domain sites, officer's pages and online event flyers. It is suggested that household and other non-recognized sites also try to adhere to these standards.

b. Accessibility

As a non-profit educational organization, the Society for Creative Anachronism should be concerned that its electronic publications are as accessible to persons with disabilities as possible. This policy sets the minimum accessibility guidelines for SCA-recognized Internet sites.

Web Content Accessibility Guidelines 2.0 can be reviewed online, and a Web Accessibility standards are currently being addressed by the World Wide Web Consortium (W3C). Their Web Content Accessibility Guidelines 1.0 should be reviewed. All SCA recognized websites should strive to meet a level A conformance. Higher levels of conformance are encouraged. It is the Society Webminister's prerogative to check Kingdom web sites for non-conformance, and Kingdom Webministers should check the web sites of local branches. Non-conformance to accessibility guidelines can result in removal from office and administrative sanctions.

c. General Standards

There are certain standards one should keep in mind when generating a website. Listed below are a few items to keep in mind, but it is not all inclusive.

- Maintain easy to read, uncluttered pages (Providing too much information on a given page only hides the true message of the page)
- Remember to choose a favico.ico appropriate to the SCA
- Do not abbreviate anything, keeping in mind that the website is also a place where new people may have their first encounter with the SCA
- Keep all your pages as uniform as possible, nothing confuses a visitor faster than obscure navigation and drastic visual changes from one page to the next
- Do not use pop-ups unless absolutely mandatory
- Do not use flashing text, overly large fonts, overly small fonts, hard to read fonts, or other such items that are deemed inappropriate for a professional website (When in doubt consult with other officers, or the Kingdom Webminister)

- When navigating away from your website, either notify a person they are leaving with a re-direct page, or have the target be a new browser window/tab
- Obfuscate all e-mail addresses (see the Appendix for more information)
- Spell check, spell check, spell check!!!
- Do not assume that everyone has a broadband connection, limit the amount of graphics on any given page, especially the main page
- Never use sound
- Check your links regularly to ensure they are not broken
- Do not use frames
- Attempt to use CSS
- Maintain a high contrast between text and background
- Do not use animated backgrounds
- When appropriate, use percentages instead of fixed pixel widths for tables
- Check the website in several different browsers (not just IE) to ensure compatibility

d. Content Management Systems

An easy way to ensure you meet all accessibility requirements, provide excellent service to your populace, and afford the Webminister a tool with which to easily update the site in a timely manner is to employ the use of a Content Management System.

5. Required and Suggested Inclusions

a. Required Inclusions

- Statement of Copyright and Disclaimer
- The name and contact info of the Seneschal
- The name and contact info of the Webminister
- List of local officers and their deputies
- Date, time and directions to fighter practices and business meetings
- Links to the Kingdom of Meridies Web site and SCA.org
- “Last Updated” information available on main page (see section 6)

b. Suggested Inclusions

- A calendar of events for the month
- Announcements for events taking place that month
- A “Newcomers” page with information about the SCA and the Kingdom
- Official group documents, such as By-Laws
- Boundaries of the local group
- Date, time and directions to other group meetings (such as A&S or dance)

6. Updating and Link Checking

Webministers are required to check the sites they are responsible for no less than once a quarter for information that needs updating. This information includes, but is not limited to, the calendar of events, officers list, Seneschal's contact information, Webminister's contact information and meeting information. Links to external sites are also required to be checked no less than once a quarter.

Webministers are responsible for adding the date the site was last checked or updated to the front page of the Web site. This can be accomplished manually or by the means of an automatic code (see the Code Snippets section of the Appendix). Even if no information was changed, please update the date the site was last checked.

Failure to update a site and provide the "date last updated" on the main page of a site can be grounds for administrative sanctions, and ultimately removal from office.

7. Document Publication Standards

As is the case with web publication, accessibility is a key concern. As such, all documents available for download, in addition to any other format a Webminister chooses, also need to be provided as a PDF.

8. Online Event Flyers

Online event flyers need to contain, at a minimum, the same information that is published in Popular Chivalry. Since space for online web flyers does not need to be purchased based on how much space is used, the online event flyer is the perfect place to expound on the information already present in Popular Chivalry. Ideally, online event flyers should also contain a detailed schedule of events, detailed directions to the site, a class list, fighting information, lunch and feast menus, a list of activities and details concerning children's activities.

9. Hosting for Recognized Websites

It is required that recognized SCA websites be hosted on an account to which more than one person has access, rather than a personal website owned by one of the members. This will ensure that a recognized website does not go down or go stale should an individual member move or quit the group. Administrative passwords for SCA Internet sites should never be kept by a single person. A copy of all hosting data, including passwords, must be copied to the group seneschal.

Recognized websites may never be hosted on a service that requires banner or popup advertisements (such as Geocities).

10. Domain Names

Domain names may be purchased and maintained by the local group, not by an individual. Domain name should be registered with ICANN under the ownership of the local or guild group

and not the Webminister. A copy of all domain data, including passwords, must be copied to the group seneschal.

In cases where a group name is difficult to spell, two domain names can be registered; one with the full name of the group and one with a shortened version.

11. Advertising

While it is not normally desired, local websites may, at the discretion of the Kingdom Webminister, accept paid advertising for publication. The fee charged for such ads is left to the Webminister's determination but should be applied to all advertisements equilaterally. Webministers should not accept any advertising which, in their opinion, promotes a negative image for the Society, which is written in questionable taste, which would fail to interest a significant number of their readers, which advocates the breaking of civil, Kingdom, or Society laws, or which, in their judgment, is inappropriate for the website. Commercial advertisements must be for products and services vital to the educational purposes of the Society. Webministers must not accept ads for partisan politics or elections. All funds should be collected in the group's name, and delivered directly to the office of the Exchequer.

12. Politicizing the office

Websites announce events and provide information to their members. Philosophical discussions of the way the Kingdom or a branch works are not out of place, but they need to be handled very carefully. Articles that cause anger and divert people from study and re-creation are not acceptable.

This is not an issue of freedom of the press. Webministers have a responsibility to see that their websites do not further the political aims of any one faction within a kingdom, and that a website is not used to provide a platform for any one view in preference to another. Personal attacks may not be published in the name of the SCA or any of its branches, or paid for with money that will have to be reported to the IRS as spent in the furtherance of our educational purposes.

Webministers have a further responsibility not to take sides in a political dispute in print. Use of the newsletter to further personal political aims is grounds for removal from office.

13. Statement of Copyright and Disclaimer

All websites that are recognized by the SCA are required to display the following disclaimer and copyright statement. This statement should be displayed on the home page of the site, but may instead be displayed on a separate page provided that an obvious link to such a disclaimer page is provided on the home page.

This is the recognized website for the <group name> of the Society for Creative Anachronism, Inc. and is maintained by <Modern and/or SCA Name of web minister>. This site may contain electronic versions of the group's governing documents. Any discrepancies between the electronic version of any information on this site and the

printed version that is available from the originating office will be decided in favor of the printed version.

Copyright © <Year> <group name>. The original contributors retain the copyright of certain portions of this site.

For information on using photographs, articles, or artwork from this website, please contact the web minister at <web minister's email address>. They will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.

Although not required, it is suggested that unrecognized sites display a negative disclaimer stating that the site is NOT a recognized site of the Society for Creative Anachronism, Inc, as well as the copyright notification information.

14. Copyright Policies

The Society operates under the ideals of chivalry. Respect for others' property, including intellectual property, is part of those ideals. Webministers must ensure that copyrighted material is not used in their website except in conformity with applicable copyright laws. Authorization must be received in writing from the copyright holder prior to publication, and the notice "Copyright © [date and holder]. Used with permission." must accompany the copyrighted material. This policy also explicitly applies to any article or message originally published or posted to any website or electronic forum. In order to republish the message or article in any other form permission in the form of a signed release must be obtained from the author.

Webministers are required to maintain a file of all copyrighted material used in their website. This file shall include a copy of the material used and the permission letter.

Webministers who persist in reproducing copyrighted material without permission will be removed from office.

15. Quality of Content

a. Editorial Material

All editorial material both text and images, must conform to the goals and objectives of the Society, and portray the Society and the Kingdom in a positive light. No content, including official kingdom announcements, is exempted from this requirement.

There is no way to anticipate all the types of material that may be objectionable. The following is a representative list:

- Personal attacks on individuals or groups
- Harsh criticism of the behavior of individuals or groups
- Copyrighted material used without permission
- Use of racial or religious stereotypes

- Offensive words, phrases, or images

It should be noted that, per Corpora, banishment or sanction announcements may not state why the individual is being banished or sanctioned.

If there is any concern that the material may be questionable, consult with the Society Webminister.

16. Ownership of Site Content

The content of the web site for which the Webminister has responsibility does not belong to the Webminister. All content (including, but not limited to, text, graphics, photos, multi-media, code and/or layout) that is published on the group/sub-domain website will become the property of the group/sub-domain and cannot be removed by the Webminister at the end of their term in office.

C. General Guidelines for Webministers

1. Warranting of local Webministers

All local Webministers, upon taking the office, must be warranted by the Kingdom Webminister. This warrant is valid for two years. Upon taking another term of office, Webministers must be re-warranted.

2. Chain of Command

It is encouraged that the Web Minister and the Local Chronicler work closely together to ensure continuity and consistency of information published. However, the Webminister of a local group first reports to and is responsible to the local Seneschal. All issues should first be attempted to be resolved at a local level with the help of the Seneschal. The chain of command for a local Web Minister is as follows: Local Webminister -> Local Seneschal -> Kingdom Webminister -> Kingdom Seneschal -> Society Webminister -> Society Seneschal.

3. Reporting to the Kingdom Webminister

a. Quarterly Reports

Once a quarter, each local Webminister and sub-domain Web Deputy will send a list of issues being addressed, pages updated, links checked, policies implemented and any other pertinent data deemed appropriate to the Kingdom Webminister. These reports should be sent via email to the address provided on the Kingdom Webminister's page, no official form is needed. Reports are considered on time by the 10th of the month and late by the 15th of the month. Continued refusal to send in reports can result in dismissal from office.

b. Communication with the Kingdom Web Minister

Communication is the heart of the office of the Webminister. The Kingdom Webminister is always available to assist in problem solving. Questions regarding policy issues, local

problems, copyright problems, or other larger issues should be brought to the attention of the Kingdom Webminister who will keep the Kingdom Chronicler, Kingdom Seneschal, and Crown informed as necessary.

4. Term of Office

Local Webministers shall be warranted for a period of two years. This warrant shall be obtained from the Kingdom Webminister. Consecutive terms may be held by a local Webminister in accordance with the needs and wishes of the Webminister, the Seneschal and the group. A warrant must be issued for each two year term.

5. Transfer of Office

It is the responsibility of the current Webminister to ensure that the proposed successor reads the policies outlined in this handbook before accepting a nomination.

a. Notification

It is the responsibility of the outgoing Webminister to send a letter to the Kingdom Webminister notifying that office that a new Webminister has been nominated. The letter must include:

- The proposed new Webminister's name, address, phone number and email address
- A review of the proposed Webminister's qualifications
- The planned date the office will change hands
- Where and when the financial records are to be transferred to the incoming Webminister (funds are not maintained by the Webminister – only records of financial information pertinent to the office, such as hosting and domain name renewals are kept by the office)
- The warrant for the new Webminister

Copies of this letter must be sent to the proposed new Webminister and the Seneschal. The new Webminister should follow this letter with an introductory letter.

b. Transfer of Records

All records, equipment and other materials belonging to the Webminister's office will be transferred within 30 days of the change of office. This includes, but is not limited to account passwords, login information, hosting accounts, Domain name registration, and moderation of group E-groups and forums. This information should also be copied to the local Seneschal for their records.

6. Removal From Office

The Kingdom Webminister, with whatever Royal approval is required by Kingdom Law, may seek the removal of a local Webminister. Per Meridien Kingdom law, removal of a local officer requires the written advice of the Kingdom Seneschal. The reasons for removal from office include, but are not limited to:

- Use of copyrighted material without permission
- Failure to abide by the policies in this document
- Use of material that is in poor taste or is otherwise objectionable. If in doubt, contact your Kingdom Webminister.
- Infringement of Kingdom Law
- Politicizing of the office
- Non-compliance with Accessibility Standards
- Refusal to submit quarterly reports

The Kingdom Webminister should follow the guidelines for Administrative Sanctions found in Appendix I of the Society Chroniclers Handbook.

a. Re-warranting

Webministers may not be re-warranted without the approval of the Kingdom Webminister. Causes for which a warrant may not be renewed include, but are not limited to:

- Use of the website to promote factionalism within a Kingdom or group
- Proven inability to answer correspondence, either from the Corporate level or from within the Kingdom
- Politicizing the office of Webminister
- Failure to respect and adhere to the ideals of the Society
- Inappropriate use of copyrighted material

b. Suspension or Removal at Local Seneschals Request

Should a group request the removal of the Webminister for causes not readily apparent to the Kingdom Webminister, the Kingdom Webminister will investigate the circumstances. Should the evidence show that the Seneschal has valid reasons, even if the Corporate office has no reason to remove the officer, the Kingdom Webminister may agree to the removal. The Crown has the option of suspending the Webminister at any time for just and stated cause, as provided in Corpora for the duration of the current reign. In the case of a suspension, the Webminister's deputy will assume the office for the remainder of the reign.

c. Administrative Sanctions

See appendix I of the Society Chroniclers Handbook

D. Web Deputies

1. Sub Domains on the Kingdom Server

The Kingdom Web Minister's office has the task of issuing sub-domains on the Kingdom server. Any data that is necessary for a Kingdom office to function and provide services to the populace is required to be hosted on a Kingdom sub-domain. This will enable the Kingdom to control and to access essential data and provide cost savings to the Kingdom and individuals. If there is a question about who owns the data, the decision will be made by the Royal Family, the Kingdom

Seneschal and the appropriate Kingdom officer(s).

Sites that contain Kingdom-owned data included, but are not limited to Kingdom Officer pages, Kingdom Guilds and Kingdom level groups (such as R.U.M., the Meridian Army, Pages School, Peers pages.....etc.).

At the discretion of the Kingdom Web Ministers office, other sites and group may be issued Meridies.org sub-domains that would be controlled by a warranted Webminister of that group.

2. Qualifications for Web-Deputies

Each group/office that is issued a sub-domain will need to provide its own web-deputy to handle the design, uploading, transfer and updates on their site. These web-deputies will need to have basic web skills and be contracted with the Kingdom Web Minister's Office. Web-deputies will need to have previous experience with HTML, FTP and web page design experience. Once a web-deputy is contracted, the technical info such as login IDs and passwords will be given to them. The Web-Deputy Application form and IT Agreement can be found in the Form Appendix of this handbook.

3. Definition of Web-Deputy

As more people are contracted to handle sub-sites for various offices that have sub-domains on the Kingdom Website, it is requested that the term 'Web-Deputy' be used in regards to those who administer websites for various offices and organizations. This should prevent confusion from the role they hold with the role played by actual deputies for the Kingdom Webminister's office. Web-deputies will have access to a section of the Kingdom web server to upload and maintain that office's websites, but will have no further access to the Kingdom Website, nor be associated with what's going on with other business in the Webminister's office.

E. Webministers-at-Large

1. Eligibility

In Meridies there is a collection of Gentles who have web/coding/computer experience and that are willing to help another group or guild with their websites. These Gentles, called Webministers-At-Large, are contacted on an as needed basis to help with projects such as online flyers, site re-design or coding issues. To be eligible for this list, please fill out the Webminister-at-Large form (located in the Form Appendix) return to the KWM office.

2. Duties

Webministers-At-Large are contacted on an as needed basis to help with projects such as online flyers, site re-design or coding issues. These assignments are designed to be short-term arrangements. While the KWM's office will assist in matching up Webministers-at-Large with groups or persons in need, it is up to the parties involved to negotiate the terms of work and a timeline for each specific project.

3. Projects

Gentles or groups in need of web services should contact the KWM office with details about their needs. A Webminister-at-Large will be contacted and asked about their availability for the project. The available Weminister-at-Large will then be given the details and contact information for the project. The KWM office shall be informed upon the start of the project by Weminister-at-Large and at the completion of the project by the contracting group and the Webminister-at-Large.

4. Monetary Compensation

There is to be no monetary compensation paid for Webministers-at-Large services contracted through the KWM office.

F. Additional Policies

1. Electronic Mailing Lists

Electronic lists are extremely valuable to disseminate information to a large group of people in a timely manner. We need to be mindful that not everyone has access to this medium, nor does everyone wish to have access to this medium. Additionally, as most of the lists are hosted by list providers such as Yahoo and Google, ownership of the lists can often be in contest. It is therefore official policy that no communications done via electronic mailing lists be considered, in any way, official.

2. Social Networking Sites

Social Networking sites, such as Facebook or MySpace, are extremely valuable to disseminate information to a large group of people in a timely manner. We need to be mindful that not everyone has access to this medium, nor does everyone wish to have access to this medium. As Social Networking sites are not official Meridian webpages, it is therefore official policy that communications done via Social Networking sites will not be considered, in any way, official. Ownership of Social Networking pages are up to the individuals who create them and do not fall under Meridian Web Policy otherwise.

3. CaféPress

CaféPress is a vendor that allows for the customization of certain household items to be sold and profits rendered to the patron who provided the artwork and inspiration for said customization. While this falls outside the purview of the Society Webminister, many questions regarding this service have been raised. There shall be no official policy regarding this service.

Appendix 1

Glossary

- Domain: The web address in its simplest form (i.e. yahoo.com, SCA.org, netscape.net)
- Web site or site: An entire grouping of pages hosted by a single entity.
- Group Pages: Web sites or pages for a specific group in a Kingdom.
- Hosting: The Company that is maintaining the servers on which web pages are stored.
- Main page: The index page or the first page that people see when visiting a web site. This does not include splash pages
- Official Site/Page: A web site recognized as the web site for that group or office (recognized by the group).
- Splash Page: A greetings page. Sometimes these include animations or options to select what kind of detail you would like to see on the web site.
- Web page: One page of web code.
- Web Site: A collection of web pages gathered together to represent an idea or theme.

Code Snippets

Sample Page Last Updated Code

To automatically insert the date that the page was last updated, insert the following code into the HTML body of your page:

```
<script language="JavaScript" type="text/javascript"><!--  
    document.write("Last Updated " + document.lastModified)  
// --></script>
```

Sample Obfuscate Email Codes

To automatically spam trap email addresses, insert the following code into the HTML body of your page:

```
<script language="JavaScript"><!--  
var name = "yourname";  
var domain = "domain.com";  
document.write('<a href="\mailto:' + name + '@' + domain + "\">');  
document.write(name + '@' + domain + '</a>');  
// --></script>
```

To automatically spam trap email addresses, insert the following code into the HTML body of your page:

```
<SCRIPT TYPE="text/javascript"><!--  
emailE='yourname'  
emailE=(emailE + '@' + ' domain.com')  
document.write('<A href="mailto:' + emailE + "'>' + emailE + '</a>')  
//--></script>
```



**Kingdom of Meridies Office of the Webminister
Sub-Domain Web Deputy Application**



SCA Name: _____

Mundane Name: _____

Phone Number: _____

Email: _____

SCA Organization/Guild/Order you are applying for: _____

=====

Do you currently hold any other web or Internet related offices in the SCA? **yes** **no**

If yes, please explain: _____

Do you have access to a computer and an Internet connection at least once a week? **yes** **no**

Do you have a HTML editor and a FTP program on your computer? **yes** **no**

HTML Editor: _____

FTP Software: _____

How would you rate your knowledge of HTML? **none** **novice** **intermediate** **advanced**

How would you rate your knowledge of FTP? **none** **novice** **intermediate** **advanced**

How would you rate your knowledge of CSS? **none** **novice** **intermediate** **advanced**

How would you rate your knowledge of PHP? **none** **novice** **intermediate** **advanced**

How would you rate your knowledge of JavaScript? **none** **novice** **intermediate** **advanced**

How would you rate your knowledge of MySQL? **none** **novice** **intermediate** **advanced**

Please list the URL of Web pages and/or Web sites that you have created:

Is there any other information you would like us to know? _____



**Kingdom of Meridies Office of the Webminister
Sub-Domain IT Web Deputy Agreement**



SCA Name: _____

Mundane Name: _____

Kingdom of Meridies Sub Domain: _____

I, _____, as the sub-domain web-deputy for _____ understand that I am being given access to this Kingdom of Meridies Sub Domain under the following terms and conditions.

Failure to observe these conditions will result in my being dismissed from the web-deputy position:

I agree to abide by the existing Society and Kingdom laws regarding copyrights and permission to publish contact information, articles and/or photographs. I agree to keep this sub domain in compliance with the Web policies and guidelines issued from the Society and the Kingdom of Meridies. I understand that it is my responsibility to keep current on these policies and guidelines.

I agree to keep the login information, such as the user name and password private and protected to the best of my ability. Should this information be compromised, I will contact the Office of the Web Minister within 48 hours to report it.

I will access only the specific sub-folder assigned to this sub domain. I will not access, view, change or otherwise disrupt any other folders or sub-folders I may see in the course of my duties.

I will check this sub domain for code errors, broken links, correct email addresses and current information (this process heretofore to be referred to as "updating this sub domain") at least once every 3 months. I will use a code, or will manually enter the date this sub domain was last updated at the bottom of the index page of the site. I understand that failure to update this sub domain for four (4) consecutive months will result in contact from the Web Ministers Office, and that failure to update

this sub domain for six (6) consecutive months will result in my being dismissed from the web-deputy position.

I agree to use the sub domain name assigned for this group/guild/order/organization and will not use or substitute a privately registered domain name as the URL for this site.

I understand that all content (including but not limited to text, graphics, photos, multi-media, code and/or layout) that is published on the Kingdom sub-domain of my responsibility will become the property of the Kingdom and cannot be removed by me at the end of my term as web-deputy.

I agree that, should I be contacted with concerns, feedback, questions or suggestions regarding the Kingdom Web site or Kingdom Web Ministers office, I will not represent myself as a Kingdom Web Minister deputy. I will refer the contacting party to the office of the Kingdom of Meridies Web Minister.

Incoming web-deputy	Date
----------------------------	-------------

Kingdom of Meridies Web Minister	Date
---	-------------

Kingdom of Meridies Seneschal	Date
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**Kingdom of Meridies Office of the Webminister
Webminister-at-Large Information**



SCA Name: _____

Mundane Name: _____

Phone Number: _____

Email: _____

=====

Do you currently hold any other web or Internet related offices in the SCA? yes no

If yes, please explain: _____

How would you rate your knowledge of HTML? none novice intermediate advanced

How would you rate your knowledge of FTP? none novice intermediate advanced

How would you rate your knowledge of CSS? none novice intermediate advanced

How would you rate your knowledge of PHP? none novice intermediate advanced

How would you rate your knowledge of JavaScript? none novice intermediate advanced

How would you rate your knowledge of MySQL? none novice intermediate advanced

What type(s) of web or graphic related work would you be willing to help groups or guilds with?

print event flyers online event flyers custom site graphics site design/re-design

site de-bugging/problem solving all the above other: _____

Please list the URL of Web pages and/or Web sites that you have created:

Is there any other information you would like us to know? _____

Publication Permission Form

Kingdom of Meridies, Society for Creative Anachronism, Inc.

I, _____, being known within the Society for Creative Anachronism as _____, do hereby grant permission for the (Circle appropriate item(s): article/poem/picture/ song/personal information/other _____) entitled: _____

to be used as follows (check all that apply, complete blanks where necessary):

_____ Ownership by the publication titled and all copyright granted to that publication (Society for Creative Anachronism, Inc.), which shall determine all future use of the item named above. (Check no other item.)

or

_____ *One-time publication in an issue of: _____

or:

_____ *publication no more than _____ times (separate issues).

Or

_____ *Performance at the event called _____

or

_____ *Posting on the Web page for: _____

I recognize that persons unknown may link to this site or may use my work/information without my permission. I shall hold the web page owner harmless from such activity if proper notice appears on the Web page, and I am immediately notified when the link or use is discovered.

Or

_____ Publication of personal information relevant to my office in newsletters, directories and web sites.

* If I have checked one of these options, I retain all copyright in my work and may grant permission to any other publication or entity to use my work.

I further certify that I am the sole creator of this work, and have not substantially based it upon the work of any other person. If others have contributed to this work, or if I have based this upon the work of any person, their names and addresses (or other contact information) are credited in the work and I have obtained permission to use them.

Signature: _____ Date: _____
(Legal signature must be on completed and mailed form.)

Address: _____
SCA Name and Title: _____