**Howard T. Markey Intellectual Property Inn of Court**

**Overview of Webmaster Duties**

1. **Meetings**
	1. Take photos
2. **Websites**
	1. Official Website on American Inn of Court (<http://inns.innsofcourt.org/for-members/inns/the-howard-t-markey-intellectual-property-american-inn-of-court.aspx>)
		1. IMS User Guide with instructions on updating the website is contained in the Webmaster Materials
		2. Officers can edit the website. Send list of new officers (and their emails) to Caryn at CWorcester@innsofcourt.org.
		3. Update roster (once per year): Be sure to get a local copy of the master membership list from the Secretary at the end of the year/before the start of the next year. Use this for the headcount of the number of active members for the year to provide to AIC to determine the dues we owe to AIC. We don’t have to pay for Judges, Academic Masters or Students.
	2. Duties
		1. Meeting updates (one week prior)
		2. Meeting posts/photos (48 hours after)
		3. Update bylaws (once per year)
		4. Post Program Materials
	3. [Markey IP Inn of Court webpage](https://inns.innsofcourt.org/for-members/inns/the-howard-t-markey-intellectual-property-american-inn-of-court.aspx)
		1. [Umbraco Admin](https://inns.innsofcourt.org/umbraco#/login/false?returnPath=%252Fumbraco)
			1. Click on the link to get to the Umbraco login page. (You might want to bookmark it for future reference.)
			2. <https://inns.innsofcourt.org/umbraco#/login/false?returnPath=%252Fumbraco>
			3. Enter the following credentials:
				1. Username: hcarbajalchavez20@law.du.edu
				2. Password: Chiki@6393
			4. You’re in! I usually start off by going to The Howard T. Markey Intellectual Property American Inn of Court and the Content tab to see the layout of the front page.
		2. Meeting updates (one week prior)
		3. Meeting posts/photos (48 hours after)
		4. Update bylaws (once per year)
		5. Post Program Materials
	4. Social Media (future project: Facebook private group, LinkedIn)
		1. Have not done this yet.