**Black Gold League Executive**

**Webmaster**

1. Critical Dates
   * Post critical dates document to the website
   * Update Critical Date webpage to reflect changes
   * Enter all critical dates as Events on the website
   * Send reminder emails for all critical dates
2. Association Contact Information
   * Receive Association Contact Information form submissions
   * Update all pages on website (BGL Reps; Ice Allocators; Ref Allocators)
3. Team Declarations
   * Enter on the website (teams and pools)
4. Team Entry
   * BGL Reps complete the Team entry form with the team admin email address
   * Send email to team administrators (managers) with instructions on team staff and roster entries
   * Email any teams that have not submitted in time or incorrectly
5. Session 1
   * Receive schedules (excel) from BGL Scheduler
   * Review schedule and reformat file to meet requirements for Ramp upload
   * Upload the schedule to BGL Ramp
6. Re-pooling
   * Assist BGL Executive with re-pooling recommendations
   * Change and edit pools/teams after re-pooling
7. Session 2
   * Receive schedules (excel) from BGL Scheduler
   * Review schedule and reformat file to meet requirements for Ramp upload
   * Upload the schedule to BGL Ramp
8. U10 Wind Up
   * Post and email messages re: U10 Wind Up
   * Post schedule, might need to reformat
   * Enter team names once rankings completed
9. U12 Championships
   * Post and email messages re: U10 Wind Up
   * Post schedule, might need to reformat
   * Enter team names once rankings completed
10. Annual General Meeting (AGM)
    * Email and post notice of meeting
    * Send RSVP form to BGL Executive and BGL Representatives
    * Compile reports and supporting documents for AGM; post and send to attendees
    * Send RSVP final count to BGL Secretary for AGM food order
11. Minutes
    * Post all adopted meeting minutes to the BGL website
12. Bylaws, Policies, Fees/Fines
    * Assist with formatting documents and pages
    * Post all documents and information to the website
    * Creation and updating to online submission forms (ex: Score Reporting)
13. Smartermail
    * Manage BGL email domains
    * Edit to forward to personal email addresses of BGL executive