**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