Acamontereybay.org Maintenance log   Began May 19,2022

Date	Brief description	Form/Gmail	Requestor	Done by	Comments
5/19/22	Meeting - Breathe Easy 7pm Tues added	G	Shari for Shannon	Carol/Evie	Noted Shannon's email in contact info (private). Shannon is the IGR
5/19/22	Flyer added to Front page - Laundry Lists Workshop	G	Shari for Jennifer	Carol/Evie	Evie emailing Jennifer - need form for the event/no URL
5/19/22	IG Agenda May posted 2 places	G	Shari	Carol/Evie	Updated event series IG monthly biz meeting: replaced April agenda with May. Also added May under IG Business / Agendas /2022
5/19/22	IG Minutes April posted	G	Renee	Carol/Evie	IG Business / Minutes /2022 / added April
5/26/22	Added event (recurring) for Laundry Lists Workshop, first 3 sessions	G		Carol/Evie	Created URL using meeting number from flyer
5/26/22	Retreat Committee Report May	G	Shari for Jeannie	Carol/Evie	
5/26/22	Cleaned up 'Announcements' on front page, deleting outdated and redundant material: 2022 ABC/AWC, Upcoming workshops (on Events calendar), Meetings for combined 12 steps, Meetings that need support (in Conscious Contact newsletter)	M		Carol/Evie	
5/26/22	Deleted outdated flyer links in 'Event flyers to print'	M		Carol/Evie	
5/26/22	Retitled Intergroup Business / 'Event flyers to print' to 'Flyers to print', added Conscious Contact newsletter (April 2022 edition)	M		Carol/Evie	Will add each new one monthly when updating meeting minutes
5/26/22	Added Conscious Contact Newsletter to main menu	M		Carol/Evie	Dashboard/appearance/menus/custom links/entered the latest newsletter URL from media upload / Add
5/28/22	Corrected front page start date for Traits workshop	M		Carol	
5/28/22	Added meeting# to each IG member meeting	M		Carol	
5/29/22	Updated logic for Web Request forms so 'Event' will also include option to upload a document	M		Carol	

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5/29/22	Added mbacaweb@gmail.com to web form recipients	M		Carol	
6/1/22	Flyer added to Front page - Wednesday hybrid meeting announcement for 6/15	F	Shari	Carol	
6/1/22	Flyer and event: Fun night dance party 6/11	F	Shari	Carol	https://us02web.zoom.us/j/87069808415
6/1/22	Flyer and event: Boundaries workshop 6/12	F	Carol	Carol	https://us02web.zoom.us/j/88460006528
6/1/22	Conscious Contact Newsletter posted on main menu item	M		Carol	https://acamontereybay.org/wp-content/uploads/2022/06/2022-5-28-NEWSLETTER.pdf
6/1/22	Minutes from May 28 meeting posted under 2022 / May	M		Carol	https://acamontereybay.org/wp-content/uploads/2022/06/2022-5-28-INTERGROUP-MEETING-MINUTES-.pdf
6/1/22	Created new page "conscious contact 2022" linked from the "Flyers for printing? page. Added March, April and May 2022 but when entering via the website there is no 'edit' option at the bottom like the other pages (minutes etc). I have to go to 'pages' to update. Need Evie's help to make this better.	M		Carol	Appearance / Menus / Custom links
6/9/22	Flyer and event: Speaker meeting 7/10	F	Shari	Carol	https://acamontereybay.org/wp-content/uploads/2022/06/July-Speaker-Meeting-2022.2-0dd41e4303b8909cb2a2d7b08176517c-1.pdf
6/11/22	Updated Wednesday 9am meeting to add physical location for now-hybrid meeting	F	Paul	Carol	
6/12/22	Took down flyer for 6/11 (past) dance party	M		Carol	
6/13/22	Took down flyer for 6/12 (past) boundaries workshop, moved 6/15 flyer on Wednesday hybrid meeting to top	M		Carol	
6/16/22	Created new page "Conscious contact" with a link to Conscious Contact 2022, so they can be archived.	M		Carol	https://acamontereybay.org/conscious-contact/

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6/16/22	Changed the months in 'Conscious Contact 2022' page to be headers instead of bulleted items to be more like the style of other similar pages.	M		Carol	
6/16/22	Changed the link to the Conscious Contact Newsletter menu item at top to link to the new Conscious Contact page instead of straight to the latest one.	M		Carol	Appearance / Menus / Custom links
6/16/22	Changed Announcements button to reference Conscious Contact Newsletter (which contains all announcements)	M		Evie	Pages/ My Front Page
6/16/22	Posted June IG agenda on recurring event	M		Carol	Events
6/16/22	Changed contact us on my front page to list of gmail addresses, changed image to from phone to keyboard	M		Evie	Pages/ My Front Page
6/16/22	Added document image to Conscious Contact page	M		Evie	
6/23/22	Removed Laundry Lists flyer (now past joining date)	M		Evie	
6/23/22	Re-posted June IG agenda as pdf (to correct)	M		Carol	originally posted as word document
6/30/22	Updated Heart Circle to include new zoom link, password and dial-in password	F	Rosa O	Carol	The zoom link in meeting invite contains an encrypted password. Tested the link and it works.
6/30/22	Posted June IG minutes in Intergroup Business /Minutes	F	Carol	Carol	
6/30/22	Posted June Conscious Contact	F	Carol	Carol	Put latest month on top, added an image with Evie
6/30/22	Replaced Announcements post with Announcements page, added image	M		Evie	Cleaner view (post displayed original creation date and Evie's name)
7/10/22	Changed title of 6pm Laundry Lists meeting to emphasize no meeting 7/10 due to speaker meeting	M	Carol	Carol	

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7/10/22	Changed title of 6pm Laundry Lists meeting back after speaker meeting	M	Carol	Carol	
7/17/22	Posted July IG meeting agenda	M		Carol	Saved to PDF first; Posting the one Shari emailed to IGR's. Updated recurring event and also Intergroup Business/Agendas
7/21/22	Removed speaker meeting flyer from front page (past event date)	M	Evie	Carol	
7/21/22	Updated Front Page item with notice of Wed 9:30 going hybrid to 'went hybrid'	M		Carol	
7/21/22	Saturday 10:10 am zoom meeting is from San Jose, out of our service area so set it to 'Private' so it won't show up. Missed this when we did the other PA/LG meetings.	M	Evie	Carol	
7/24/22	Posted July IG minutes and Conscious Contact	M		Carol	Tried to put hyperlinks to the meetings in the Conscious Contact but they didn't work in PDF. Regular links do but not the ones to the meetings. ??
7/24/22	Posted Jan, Mar, Apr, May, June, July Treasury reports	M		Carol	Clare emailed them and will send to mbacaweb in the future.
8/6/22	Event created with poster for Traits Workshop 9/24 start	F		Evie	
9/1/22	Added and removed duplicate traits workshop event	F		Carol	
9/1/22	Put flyers for Traits Workshop and Oct. speaker meeting on My Front Page	F		Evie and Carol	Each flyer included a headliner row (with title/date) and a
9/1/22	Added colors to headliner on front page flyers	M		Carol	
9/1/22	Agreed Carol will handle requested maintenance going forward				
9/9/22	Updated plugins:				
9/9/22	WP Forms 1.7.6			Evie	Dashboard/plugins/update now. Tested web req form

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9/9/22	Backup migration v1.2.2			Evie	
9/9/22	Elementor 3.7.4			Carol/Evie	Needs PHP 7.0/we have 7.3.3; updated, tested web req form
9/9/22	Deleted plugins:				
9/9/22	WP Clone (deleted)			Carol/Evie	Deleted:Evie tried it/didn't work (to clone our site)
9/9/22	WP Mail - not active (deleted)			Carol/Evie	We use Easy WP SMTP (free)
9/9/22	Not updated yet:				
9/9/22	The Events Calendar 5.16.4 , The Events Calendar Pro 5.14.5 and PHP				Evie will read up on the changes before we update, at our next meeting 9/15
9/9/22	Post September 2022 IG agenda on recurring event	M		Carol	
9/10/22	**Site down**, BlueHost support line stated that technicians were working on an issue that affected many clients.				
9/12/22	Still down Monday morning 9/12. Evie called BlueHost and when pushing them to check our site, they noticed we were on a later version of WordPress. (We had WordPress set to auto-update, which is recommended to maintain best/current security controls. When BlueHost updated WordPress, they encountered a problem and had to back it out, but our update was still in place, rendering our site inoperable). They put our site back to WordPress matching BlueHost's and our site was back up by 9am.			Evie	We might look at another hosting provider such as GoDaddy. Perhaps check references and get a cost comparison. Carol thinks adultchildren.org is was on GoDaddy, checking with itchair@acawso.org
9/12/22	Set our WordPress to NOT auto-update	M		Evie	This will protect us from a future occurrence.
9/15/22	Updated Elementor Pro to 3.7.6				
9/21/22	Updated PHP to 7.4 (ea-php74)	M		Evie	Problem: dropdowns on mainmenu are not visible until we scroll

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9/22/22	Fixed dropdown menu by changing colors	M		Evie	Theme - Appearance - Style - changed background and text colors for text and submenus, also the menu hover color. We now have contrast between submenu text and background.
9/28/22	Posted September IG minutes and Conscious Contact	M		Carol	
9/30/22	Adjusted format of contacts section bottom of front page	M		Carol/Evie	Inserted a header and adjusted fonts and margins
10/5/22	Changed Tues 12:30 to in-person only	G	Kay O	Carol	Also added requested text on 10/6 per Kay email
10/5/22	Changed Sun Laundry Lists to no meeting 10/9 - speaker meeting	M	Lorna	Carol	
10/6/22	WordPress auto-updated to 6.0.2				The BlueHost/Settings page was set to 'off' for updates starting 9/12/22, but the Dashboard states WordPress at 6.0.2 "This site is automatically kept up to date with each new version of WordPress -- You have the latest version of WordPress". Evie to check with BlueHost to see why the setting was not honored.
10/6/22	Updated plugins:				
10/6/22	Events Calendar from 5.16.5 to 6.0.1.1	M	Evie		Update successful/event calendar looks normal after
10/6/22	Events Calendar Pro from 5.14.5 to 6.0.1	M	Evie		Suddessful update/ recurring meetings look normal
10/6/22	Easy WP SMTP from 1.4.7 to 1.5.0	M	Evie		We use this free plugin for auto-emails from WPForms. Tested web request which produced emails
10/6/22	WP Forms updated from 1.7.6 to 1.7.7.1	M	Evie		Tested web request form again / works
10/6/22	Looked at widgets to see if there is one to make our 'contacts' at bottom of front page look better				Nothing found
10/9/22	Set Sun Laundry Lists back to normal (removed 10/9 cancel notice)	M	Carol		
10/22/22	Updated UCSC meeting to in-person, 5:30 pm	M	Carol		Based on information from Beverle at Intergroup meeting

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10/25/22	Posted 10/22 Intergroup minutes and Conscious Contact	M	Carol		
10/25/22	Posted treasury report and summary for Oct 2022	M	Carol		
10/25/22	Posted treasury summary for Sep 2022	M	Carol		