STATE BAR of TEXAS
Environmental & Natural Resources Law Section

Web Site / Technology Committee

I. Purpose and Goals
   a. The Committee's purpose is to actively improve and maintain the ENRLS website and evaluate other technology-based platforms or methods to promote ENRLS and enhance ENRLS membership engagement with the Section.
   b. The Committee's goals are to:
        i. Maintain and continually improve the website
        ii. Identify new technology that will improve the website, ENRLS communications, membership engagement, etc.

II. Roles & Responsibilities
   a. Wordpress knowledge base and Training
        i. The new (2019) website uses Wordpress. Location and access information below.
        ii. The committee will maintain the knowledge base for using Wordpress administrative access to modify the website.
        iii. The committee will ensure that an adequate number of people on the committee or on the Council are trained in Wordpress administrative access and how to modify the website.
   b. Ongoing administration of the website
        i. Gathering and requesting content from all Council members and standing committees.
        ii. Regular review and updates (see below for Wordpress admin access info)
            1. Committee will regularly (at least monthly) review the website for updated content and functionality
            2. Committee will perform any content updates as necessary and report any functionality issues to Workhorse Marketing to resolve
                a. Workhorse hosts the website under a web hosting agreement (posted in Council section on website)
                b. Workhorse can perform work on the website either too difficult or time consuming on an hourly rate basis
        iii. Mandatory updates
            1. Mandatory update immediately after the Superconference to update Council and any other relevant updates and uploads

           a. Committee will request from Council relevant materials or ensure Council member(s) is trained on Wordpress admin functions

     2. Mandatory update after each quarterly meeting to upload agenda, minutes and any other relevant updates and uploads

           a. Committee will request from Council relevant materials or ensure Council member(s) is trained on Wordpress admin functions

  iv. Maintain relationship with web hosting and maintenance company (Workhorse Marketing in Austin)

  v. Provide access and administrative information to other Council members who want to update or upload documents to the website

c. Important passwords:

  i. Wordpress – administrative access to modify website:

     1. Log into: https://www.texenrls.org/wp-login.php

     2. username - smcmillen66@hotmail.com

     3. password - TEXenrls2020@Wordpress

  ii. Website DNS account at Hover:

     1. User name: texenrls

     2. Password: iZbge8g4ZbngPDeN$

         a. NOTE: Our domain account with Hover is valid until July 3, 2028, at which time it will need to be renewed. The invoice of $145. 53 for a 9-year domain hosting was paid on July 3, 2019.

  iii. Stripe merchant account on website:

     1. Username: smcmillen66@hotmail.com

     2. Password: TEXenrls2020

     3. Two-factor authentication code required – will need to change mobile phone number to receive code as co-chairs change

     4. Emergency authentication code:

         a. ghka-dkmj-zrdy-tdkp-phxi

  iv. Newswire from Pressrelations (bought out Mediatracking):

     1. Go to: https://www.pressrelations.com/en/

     2. Username: smcmillen

     3. Password: TEXenrls2020

Revision History

Rev. #	Date	Nature of Rev	Author
1	June 11, 2019	Original version	S. McMillen
2	March 13, 2020	V.1 (added Newswire password info)	S. McMillen