Web-Based Infrastructure Implementation Task Force, submitted by: David Macaulay

Members
David Macaulay, chair (University of Wyoming)
Membership Database Workgroup:
Leader: Christine Radcliff (Texas A&M University-Kingsville)
Members: Char Simser
Web Management Workgroup:
Leader: Matt Jabaily (University of Colorado Colorado Springs)
Members: Melissa Cantrell (University of Colorado Boulder), David Macaulay (University of Wyoming)
E-Commerce Workgroup:
Leader: Jessica Ireland (Radford University)
Event Management Workgroup:
Leader: Mary Ann Jones (Mississippi State University)

Lisa Martincik, board liaison (University of Iowa)

Continuing Activities, placing emphasis on any activities supporting the 2017-2021 Strategic Plan

Since the migrated system (Wild Apricot) went live on January 21, 2020, the WBIITF's various workgroups continue to address specific issues and questions raised by its practical functioning to support NASIG activities, as they arise.

All activities described below generally support Strategic direction #1 ("NASIG will revitalize its marketing approach to reflect its new mission and vision), Key Action 3 ("Work on improving the NASIG website to make it easier to use and find valuable content").

Membership Database Workgroup:
Starting to update the Membership Services Committee manual to reflect information about the new system. Members who were lapsed before August 2019 in the previous system (AMO), and therefore not transferred over to the new system, will be notified to see if they are still interested in being NASIG members. Working with the Communications Committee to clean up the listserv list.

Event Management Workgroup:
Working through the Wild Apricot reporting functionality in order to perform the weekly registration reports. Questions about registration fee refunds are being addressed with the Treasurer. Working with Continuing Education Committee on questions about specific event registration needs.

E-Commerce Workgroup: Addressing issues as they arise.

Web Management Workgroup:
Addressing issues and suggestions as they are submitted. Implementation of member directory (with associated privacy controls) is close to complete.

Completed Activities, placing emphasis on any activities supporting the 2017-2021 Strategic Plan

Migration of all essential functions of the previous system (AMO) to the new Wild Apricot platform is complete. The new system went live on January 21, 2020, preceded by a soft launch the previous week that allowed for initial feedback from committee chairs and the Executive Board. No significant operational issues with the new system were reported.

All activities described below generally support Strategic direction #1 ("NASIG will revitalize its marketing approach to reflect its new mission and vision), Key Action 3 ("Work on improving the NASIG website to make it easier to use and find valuable content").

Membership Database Workgroup:
Member database functionality has been fully migrated to the new Wild Apricot system. All renewal reminder texts have been updated. What used to be sent as a separate new member letter is now incorporated into the current member activation email for new applicants. Reminder emails have been sent to all members who were transferred over to the new system in late summer/fall, but whose memberships lapsed before the system went live in January.

Event Management Workgroup:
Event management functionality has been fully migrated to the new Wild Apricot system. Event migration is complete for the annual conference; there were no significant issues that came up during migration and registration has been live since January 25, 2020.

E-Commerce Workgroup: E-commerce functionality has been fully migrated to the new system.

Web Management Workgroup:
Design of the new site and migration of essential web pages and files from the old site is complete. In consultation with the Archivist, some pages and files were designated for archiving rather than migration. PDF archives were created for all pages on the old site. A list of the migrated pages and their archive status is here: https://drive.google.com/open?id=1XZGulmkrdswakT0nGcpAuENquW2X3tQZ. Access to the archived pages is here: https://drive.google.com/open?id=1iK2AKFDpDQgwg2nmkVlPxA00cSSW5hLM .

Pre-announcement of the new site to committee chairs and the Executive Board included a feedback link, which resulted in identification of a number of issues that were addressed prior to launch. Since the launch, the following issues have been addressed (with help from other teams/committees):

- Troubleshooting of conference registration
- Implementation of two-tiered membership
- Adjustment of email settings so admins won't see automatically generated emails
- Link fixes
- Addition of SERIALST, Past Conferences, and 2018 Proceedings pages.

Questions for Board
Is it the responsibility of the WBIITF to create training manuals for the various aspects of the new platform, or should this be taken care of by the various committees concerned (in consultation with the WBIITF as required)?

Submitted on: February 14, 2020