

# WEBSITE REPORT

by Trent W. Lewis, 2018-12-06

The current ASSTA website (assta.org) is outdated and lacks functionality that is expected of a modern website. Members cannot easily managed their own details and find content on the website. Executive Committee members spend an inordinate amount of time on tasks that could be semi-automated with a modern website and hosting service. Therefore, it was decided to redesign and reimplement the ASSTA website.

The Key areas to move to the web in the redesign included:

- Membership Approvals (high priority)
- Membership Reminders
- Membership Payments/Renewals
- Grant submissions and reviews

We also want to maintain and migrate:

- Migrate current static pages
- Migrate current member “database”
- Maintain ability to send out emails to members (“newsletter”)
- Maintain ability to list/find current members (check if financial)

## The Executive Wish List

The Wish list from the executive included:

Essential:

- Ensure regular backup of full site
- Record of AGM minutes/executive meeting minutes
- Web-based forms for:
  - Membership applications
  - ASSTA initiative applications
  - Creating announcements simply

Desirable:

- Accounting
  - Record of income and expenditure
  - Generate reports automatically - balance sheet and quarterly BAS
  - One-stop shop for all accounting needs.
- E-commerce
  - Members can pay for membership online using a web-based form
    - Support for credit card, bpay, and direct transfer
  - Integrates directly with accounting backend
  - Generates a receipt and sends to member automatically or on verification by treasurer
  - Automatically updates the membership register with the updated membership details.
- Membership
  - Student members can upload proof of student status with their yearly payment

- Student members can apply to upgrade to full membership once they have graduated.
- Option for public listing or private or not

Nice to have but we can live without:

- Interface for easy production of a web-based ASSTA newsletter (happy to be contradicted on that one)

## Engaging a Website Developer

To assist in this process ASSTA have engaged the company DevApp (<https://www.devapp.com.au/>) to assist in modernising the ASSTA website. DevApp have a track record in assisting not-for-profit organisations and associations moving operations to the web.

We have contracted with DevApp to design and build the website for an equivalent time of 3 months at their Gold plan at \$999/month, so  $3 \times \$999 \approx \$3,000$ , then we would downgrade to a lower plan (the Bronze plan at \$199/month). The ASSTA executive had initially planned to budget \$20,000 for a website redevelopment at  $\$199 \times 12 = \$2,400$ /year then we will be covered for a few years (e.g.  $20,000 - 3,000 = 17,000 / 2,400 = 7$  years of support).

The website is a very important part of ASSTA's profile so we feel this investment is worthwhile.

## Current Progress

The migration of static pages from the old ASSTA website has begun

- the About Us and Grant Information pages have been migrated
- the member database has been exported from old website, cleaned, and imported into the new website
- work has started on membership application pages and online payment methods