

## **Chili Soccer Association – Web/IT Job Description**

- Configure and maintain CSA web site ([www.chilisoccer.org](http://www.chilisoccer.org))
- Update web site content as provided by board members
- Configure and maintain on-line registration for CSA programs
- Configure and maintain on-line tournament registration (currently delegated to Tournament committee)
- Technical liaison to web hosting and on-line registration service provider (Demosphere)
- Troubleshoot web and on-line registration issues
- Assist end users with login issues
- Document processes needed each year to open/update on-line registration
- Define standards for web pages
- Investigate and recommend web site/on-line registration enhancements/service providers
- Broadcasts emails from On-Line Registration system as requested by board members without access
- Maintain CSA email accounts ([President@chilisocceer.org](mailto:President@chilisocceer.org), [vp@chilisoccer.org](mailto:vp@chilisoccer.org), etc.) for all designated board positions
- Maintain user accounts for Web-Writer, Tournament Management and On-Line Registration