

Updates CDC Sponsored Websites

TO: All CDC Sponsored WP Websites
FROM: CDC Tech/IT Committee
SUBJECT: Website Update Procedures

It is extremely important to keep your websites WP programming technically updated. In the past, little was said about this process but today, as the sites are evolving into more and more complexity, updating must become a **standard procedure**. This is done by the Club Webmaster or Content Manager keeping WP updated to the latest version and keeping your Active Plugins updated to their latest versions.

- 1) **WordPress (WP)** updates its main program approximately three (3) times per year. The current WP version is 4.1.0 as of 01/19/2015. Each time an update becomes available you will see a notice on the front page of the Dashboard page. You can determine your organizations current version anytime by logging onto your website and clicking on the "W" logo in the top left hand corner on the Dashboard page.
- 2) **Plugin** updates are notified on the top black line when you are in Dashboard mode. You will see an icon on the top black line next to the club name which looks like a pair of rotating arrows with a number beside it. This number refers to the plugins/themes which have updates pending. To access the plugin update list click on the Plugins item in the left hand column. Updates will have a notice beneath the description.

Update Procedure:

- 1) Our hosting company makes daily backups and maintains them on their system for seven (7) days. You do not have access to these backups. IF you update either WP or a Plugin and then experience a problem, IMMEDIATELY contact CDC Tech/IT so that they can restore your website to a date prior to the update. You can then address the problem with an operating website and dashboard. This is **time critical** since once seven (7) days elapse, the website update set prior to the update causing the error is erased and no longer available. Once this happens if there is a problem which cannot be solved, your website is lost and the only solution is to tear it down and start from scratch which is a time consuming process.
- 2) If you utilize the installed back up system, Updraft, you should make your own backup prior to any updating of either WP or Plugins to assure a current backup. Then if a new update causes a problem or the site becomes inoperative after an update you can restore to that backup before the update was done and then address problems with an operating website and dashboard.

Normally, if you keep your site programming up to date you will never have any problems with issues such as Fatal Errors or Memory Exceeded.