



GGC Website Documentation

Year End Roll-Over

The following steps are run at the end of each year.

Maintain Past Winners

Each page; Gents, Ladies, Seniors, Mixed and Juniors has a table of winners for the current year. At the Annual Prize-giving these tables should be checked for completeness.

The process of transferring these results to the Past Winners table and the Archive page is described in the document **Maintaining Past Winners & Archive**

Backup and Restore to Test

Before updating software we do a backup of the Live website, restore that to the Test website then update all the software including Wordpress, the Theme and any plugins. The Backup & restore is documented in the document **Backup and Restore**.

Then, before updating live, we follow the steps noted in the **Test Plan** in the Test website. If all passes, we repeat the steps to upgrade software in Live.

Note We never reverse the process, i.e. backing up Test and Resorting to Live.

Updating the Calendar

This is best done after updating software so that we gain from any enhancements that the update has given us.

Miscellaneous year end stuff

At year end we have to:

- Until you get the new calendar and Open Meeting entry forms, hide the Open Meeting page by removing it from the menus:
 - . In Dashboard/Menus remove the Open Meetings page and Save

. In Dashboard/Appearance/Widgets in Visitors Side menu remove the line item:

```
<li>[ggc-pagelink page="2019-open-meetings"]</li>
```

- When you have the Open Meeting Entry Forms copy or update the old Open Meeting page and add the page back into the two menus.
- Update the Green Fees table (NB we use html comments to toggle on/off the Winter or Summer rates)

Wrap up

When all done, do another backup and restore into Test so that we have an environment in which test any new ideas.