November 19, 2018

Subj: **Basic Web Development Class**
**March 10-15, 2019**
at the William W. Winpisinger
Education and Technology Center

To All District Lodge Presidents and Secretary-Treasurers, Local Lodge Presidents and
Recording Secretaries, TCU Carmen Division Officers, National Representatives, Assistant
National Representatives and Local Lodge Officers

Dear Brothers and Sisters:

This is the Official Call for the IAM **Basic Web Development Class** scheduled to be held
**March 10-15, 2019**, at the William W. Winpisinger Education and Technology Center at Placid
Harbor in Hollywood, Maryland.

Offered by the IAM Communications Department, this basic-level class is for lodges just
beginning new websites and focuses on designing and constructing web pages appropriate for
lodge use. Because the nature of the class calls for personal, hands-on instruction, the number of
participants is limited. Therefore, **only the person who will be responsible for maintaining your
website should be assigned.**

Requirements for the course:

1. Lodges must be beginning new websites or transitioning over to WordPress from either
   Front Page or Expression Web, and their participant must be the person who will be
   responsible for maintaining the new website.

2. Participants must be familiar with Windows Explorer, Internet Explorer, Firefox or
   similar web browsers.

3. Participants must have knowledge of basic word processing skills, such as
   copying, pasting and saving files.

4. Lodges must have a domain name registered and must be able to obtain the credentials
   required for the domain management prior to attending the class.

5. Lodges NOT taking advantage of the IAM Cloud server for hosting will need to provide
   their own hosting with another provider. At a minimum, shared hosting providers such
   as Fatcow, GoDaddy, BlueHost or similar, with WordPress support are acceptable.
   Lodges must maintain credentials for accessing hosting management.
Registration Forms must be received in the Communications Department no later than Friday, January 11, 2019, and must include the Lodge Officer’s signature and Lodge Seal. Applicants chosen will be notified by mail and/or email.

Send the completed Registration Form to:

IAM Communications Department
Basic Web Development Class
9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Or send by FAX to: (301) 967-4586.

In addition, this is a reminder that the current IAM Microsite system has run its course and will be retired and replaced. The system is currently offline. As we prepare to launch the new system, we have some sites that are being used regularly and some that are not.

Therefore, if your lodge has an active IAM Microsite (i.e. being updated regularly by a web steward), we will do our best to migrate your site over to the new system. If your lodge has a Microsite that is not active, it will not be migrated to the new system. Holders of inactive sites may re-apply for a new microsite, however, it will be without any data from the old site. You can re-apply by completing the Sign Up form at http://microsites.goiam.org/.

This change only applies to lodges with IAM Microsites, lodges who have sites hosted on the IAM server as part of previous Web Development classes will not be affected.

With best wishes,

In solidarity,

[Signature]

Robert Martinez, Jr.
International President

RM/te

Enclosure: Participant Registration Form

cc: Executive Council
    DIR Wood
    DIR Wagoner
    TCRs
Basic Web Development
March 10-15, 2019

Mandatory - The following information must be filled in

"Pull out your Driver's License."

Full Legal Name (as printed on your ID)
Verify your name is as it appears on your Driver's License or Passport that you are presenting as identification at the airport.

First Name: ___________________________ Middle: _______________________
Last Name: ____________________________
Nick Name: ___________________________ Date of Birth: _______________________
Title: ___________________________ Local Lodge: __________ District Lodge: ________
Gender: ___________________________ Territory: _____________________________
Mailing Address: ___________________________________________________________
City: ___________________________ Province/Postal Code: _________________________
State: ___________________________ Zip Code: _____________________________
Home Phone: ______ - ______ Work Phone: ______ - ______
Cell Number: ______ - ______ Fax Number: ______ - ______
Email Address: _____________________________________________________________
Last 4 digits of SSN/SIN: __________________________ IAM Book No.: __________
Employer ___________________________

Return this form to: IAM Communications Department (Phone: 301-967-4520)
Basic Web Development
9000 Machinists Place
Upper Marlboro, MD 20772-2687
FAX: (301) 967-4586
Email: tcrutchfield@iamaw.org

Registration Forms must be received at the IAM by Friday, January 11, 2019.
(Please complete reverse side.)
I hereby attest that the proposed participant meets the enrollment policies and requirements of the IAM Communications Dept. and the William W. Winpisinger Education and Technology Center.

Lodge Officer's signature, Title
(Mandatory)

Printed Name

Lodge Seal
(Mandatory)

Lodge Officer's Email Address