CATHOLIC LEAGUE
For Religious and Civil Rights

January 2021

Weekly Activities

• Check for and implement any software updates including Wordpress, Themes and plugins
• Remove any spam comments
• Respond to requests from Don

Monthly Activities

- Run website security scan
- Run speed test on website
- Check analytics and compile reports
- Meet with Don to discuss specific goals and needs
- Implement any speicifc requests from Don and team including site design changes, creation of new pages and templates, new book or product launches and social media questions and advice.
- Monitor security and warning messages from Wp-Engine and respond to all needed tasks to maintain security.

Additional Activities

- Fix all emergencies that occur such as SSL issues, website down issues.
- Addressed Print Plugin date issues
- Fix Constant Contact integration with Facebook
- Created new analytics page listing all reports.
- Modified the website search engine to show most recent first per Bill's wishes.
- Ran quarterly software update and security sweep
- 6 Month analytics and report
- Design special promotion pages for books or events that come up.

Website Security and Platforms

We've been running Word Press software and utilizing a custom theme with assorted plugins. We run our store through Woo Commerce and are hosting our site using Wp-Engine. Kickstart Media keeps all of this updated, secure and configured properly.

We have had phenomenal uptime with the website since moving to Wp-Engine hosting and our website speed has been great. In addition, the platform has been exceptional at weeding out hacking attempts,

issuing warnings and working with Kickstart Media to mitigate any potential problems.

Wp-engine also vets all updates from Word Press and makes recommendations on how we should handle potential situations. Kickstart Media then implements the recommendations or an alternative.