# Web Officer Report – BALEAP AGM 2017, 8th April, Bristol

Shortly after the last AGM, on 27th April 2016, the new BALEAP website went live (www.baleap.org). It was designed and is hosted by Alberon, who continue to provide much appreciated support and advice. New features include a revised structure, responsive design to make it easier to read on mobile devices, and updated Events and Jobs feeds on the home page. Feedback has been positive, with members confirming that the website is more engaging and easier to navigate.

Apart from the design, the biggest change is that the website includes an online shop, launched on 6th July2016. This is predominantly used for membership and events administration, but TEAP portfolio submission and related payments are also done via the website. There are several advantages for members compared to the previous system:

1. A number of events can be advertised simultaneously, with booking options open for e.g. the November PIM, a ResTES, the biennial conference and the March PIM at the same time and via the same platform.
2. The use of this booking system is more intuitive than the previous one and more in line with online shop bookings for events administered e.g. by university online shops.
3. Members can change their details directly in their account.
4. Users (members and non-members) can see previous bookings. They can also easily amend the details submitted during event registration (e.g. dietary requirements or speaker status for PIMs if the initial registration happened before abstracts were reviewed).
5. It is much easier and quicker to join BALEAP, with immediate activation of event discounts as soon as payment is received. The process is also more friendly towards overseas members, since everything can be done online.

There were a few teething problems which have mostly been solved with the help of Alberon and of Richard Telford of Moondigital, who customised a number of plugins for us. The change in the way that membership was renewed this year, with everyone having to “sign up” again in order to populate our new system, has caused some confusion and frustration for some members. I wish to thank the membership for their patience and resilience, and our new administrator Yvonne Cavanagh for her hard work in reconciling our old and new membership lists. Renewal for the coming year should be much more straightforward.

The website runs on WordPress, which makes it straightforward to update content. Gary Riley-Jones has kindly taken responsibility for the News section of the website. Member institutions are welcome to submit news items they wish to share (send either directly to Gary or to me at [web@baleap.org](mailto:web@baleap.org)) and to advertise EAP-related Events and TEAP courses they run (email me at [web@baleap.org](mailto:web@baleap.org) for both), as well as jobs (submit directly on the website).

Bella Reichard, BALEAP Web Officer

30th March 2017