# Web Officer Report – BALEAP AGM 2020, 27th March, online

Between March 2019 and March 2020, the website has had over 61,000 visitors (up from 52,000 the previous year) with 46 % of these accessing the website from the UK. A substantial number of users access the BALEAP website from overseas, with top countries including USA (over 8% of overall visitors), Australia and China (6% each), Spain (3%), Japan, Italy, Canada, Hong Kong, Greece and Poland (each over 1% of overall visitors). This continues the shift towards more global reach compared to the previous year.

The most popular section by far is Jobs, with roughly two thirds of all page views (340,00 views overall, including views of individual job ads). Other popular sections are Events, Membership and the Resources page.

During the last year, the work of the Web Officer has included:

* Overseeing the renewal of memberships via the website, supporting the Administrator.
* Setting up Google Drive as a file-share system for the BALEAP Exec and Administrator.
* Creating an audit of the various BALEAP systems and who has access to ensure we never lose access.
* Setting up events both on the website and correspondingly in the accounting system to allow for funds to be automatically directed to the correct account.
* Adding materials from presentations at the various BALEAP events.
* Working with the website provider, the administrator and the BALEAP Exec to ensure the smooth running of the website.
* Ongoing support and editing.

Member institutions are encouraged to submit news items they wish to share and to advertise EAP-related Events and TEAP courses they run (email the web officer at web@baleap.org), as well as jobs (submit directly on the website).

Bella Reichard, BALEAP Web Officer, 22/3/20

Slide backup:

**Successes**

* Moved to Google Drive for file storage
* Supported SIGs with setting up email addresses and creating a peer support group

**Looking Forward**

* SIG representation on the BALEAP website
* Provide support for setting up SIGs
* Continuous updates (events, pages, plugins)