

BRANCH LIAISON OFFICER

Jeremy Segrott, 19 Wyndham Place, Riverside, Cardiff. CF11 6DS

Telephone: 07772810961

e-mail: liaison@rcts.org.uk

**Officers' Newsletter 243
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The Society's new website will go live on 1st September. This issue of the Officers' Newsletter brings all Branch officers up to speed on what is happening, what we are asking Branches to do, and how the transition will work.

Over recent weeks, three updates have been sent to each Branch's nominated website contact. We want to make sure Chairs, Secretaries and other committee members are fully aware of the timelines and actions, especially as several people in each Branch may contribute material to their web pages. We're therefore taking the opportunity to summarise all the requests shared with Branch website contacts. These steps are essential to ensure your Branch's existing content is transferred accurately, and that you are ready to begin using the new site once it is live. Your support is genuinely appreciated, and we look forward to the launch of the new site.

1. Website update freeze – from 14th August

To allow the developer to take a final copy of the current website before migration, no updates should be made to Branch pages from Friday 14th August onwards. This includes:

- meeting reports
- event listings
- calendar entries
- any other page updates

Anything added to the current website after the freeze date will not be transferred to the new website. Branches should continue updating their pages as normal until 14th August. We encourage you to ensure your Branch page is as up to date as possible before the freeze date, so that details of September meetings and other early-autumn activities are captured when the transfer takes place.

Information about how and when you can begin adding content to the new website will be sent to your Branch's nominated contact, along with details about training and support.

2. Recording updates made since early June

When work on the new website's development began, the developer took a full copy of the existing website in early June. Any updates made after that point will need to be transferred manually by them in mid-August.

To help ensure nothing is missed, please keep a simple note of any changes made to your Branch pages since early June. You only need to record:

- the page updated
 - the type of change (e.g. "Added June meeting report", "Updated officer details", "Added gallery images")
 - roughly when it was done
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This information allows the developer to compare the June copy with the live site and ensure all updates are carried across correctly.

Please send your list to liaison@rcts.org.uk **on 15th August**, as having the information that day is important to keep the final stages of the transfer on schedule. If you know that no further updates will be made to your existing Branch pages prior to the freeze on 14th August, you are welcome to send your list earlier.

3. Calendar entries - Branch name required

Please ensure all calendar entries begin with your Branch name. For example: "Bristol Branch – Meeting on 11th June". This helps maintain consistency across the site and makes it clear which Branch is organising each event.

4. Branch vacancies - information needed

The new website will include a simple page listing volunteer vacancies across the Society. If your Branch has any roles that you would like to advertise, please send the following information to liaison@rcts.org.uk

- vacancy title
- short description (what the role involves and why it matters)
- practical points (e.g. approximate time commitment, whether the role can be done from home, any meetings or travel involved)
- contact details (name and email/phone)

A few lines for each section is fine. From September, vacancies can be added, updated or removed at any time (send the request the Branch Liaison email address).

5. Support and next steps

Thank you again for your help in preparing for the new website. These steps will ensure a smooth transition and help us present clear, up-to-date information when the new site goes live. If you have any questions or need assistance, please feel free to get in touch via liaison@rcts.org.uk.