

BRANCH LIAISON OFFICER

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**Officers' Newsletter 244
August 2026**

As you will know, the Society's new website will be launched in September. Thank you to all Branches for helping ensure that web pages are as up-to-date as possible before the current version of the website is 'frozen' on 14th August.

The information below has been sent out to the website contact person in each Branch. We are sharing it via the Officers' Newsletter to ensure that everyone is aware of the key actions and timeline over the next few weeks. Many thanks for all your input and support to date.

1. Ensuring your Branch page is up to date by Thursday 13th August

From Friday 14th August, no further updates should be made to any part of the RCTS website (including Branch pages) as it will be frozen by the developer. Anything added after this point will not be transferred to the new website. There will be a period of several weeks before we can begin adding information to the new site.

Please ensure that details of your September and autumn meetings (and any other time-sensitive information) are added to your Branch pages by the end of Thursday 13th August.

2. Including your Branch name in the title of calendar entries

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 immediately clear which Branch is organising each event.

3. Recording updates made since early June

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

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

- the page updated
- the type of change (e.g. "Added May meeting report", "Updated officer details", "Added gallery images")
- roughly when it was done

Please send your list of updates to liaison@rcts.org.uk once you know there will be no further changes before the freeze on 14th August. **We would very much appreciate**

receiving all updates no later than 15th August so we can pass this information to the developer straightaway. This will allow them to compare the June version with the live site and ensure all updates are carried across correctly.

Finally, we will be in touch again as soon as possible with **information on how to access the new website**, along with a link to a guidance video on how to add and edit information on your Branch pages.

Many thanks again for your help with the preparations for the new website.



Photo (Jeremy Segrott): West Midlands Railway class 172 DMUs 172331 + 172001 are framed by the fine semaphore signals at the north of end of Worcester Shrub Hill as they depart with the 2D91 1640 Worcester Foregate-Stratford-Upon-Avon service, on 1st August 2026.

The information contained in this newsletter is for use of RCTS Officers and Members only and should not be communicated outside of the Society