

WEB Site posting schedule and standards.

This is the current GWTA Chapter "P" WEB site monthly update schedule and standards. Anyone wishing to submit articles, pictures, or other items of interest to the site are asked to please use the following schedule and standards.

Posting Schedule:

By the first **Friday of each month** all WEB site materials be submitted to the Webmaster via email.

Webmaster will **update site on the first weekend of each month.**

Web site will be ready for viewing by general public after all updates have been completed during that weekend.

Standards for submitting materials for posting to the site:

1. Written documents should be in **MS Word format**. Font types: **Arial, Helvetica, or Verdana**
2. All spelling and grammar to be checked by submitting party.
3. No political editorials please.
4. Picture files should be **JPEG format**.
5. **Good contrast** images. (Best for viewing online)
6. **Images should be cropped and sized.** (As you want them to look on the site) Images to be copied to Chapter Director for approval prior to posting.
7. For Sale items must have details submitted in **MS Word format** and a **maximum of 2 images** per item. All images and text to be copied to Chapter Director for approval prior to posting.
8. Requests for links to other sites **must have the URL address verified** and then sent to Webmaster via email. **Submit to Chapter Director for approval prior to posting.**
9. Addition of **sponsor links to the WEB site must have approval of the Chapter Director.**
10. **Chapter Director** will supply member update information to Webmaster.
11. Safety Tips to be reviewed by Chapter Director/State Safety Director prior to posting.
12. All items for the calendar must be submitted through the Chapter Director to the Webmaster.