

# AAUW-DA.ORG

## Website Submission Instructions and Guidelines

The Online webmaster will be working together with the members for the submission processes where appropriate. These instructions and guidelines are meant to help members effectively share their content with the community.

All questions regarding the joint submission process for the Website should be directed to the webmaster. If in doubt where an item to be published is to be sent, in most cases all static items should be submitted to the Website editor while the dynamic data should go to the Newsletter editor.

### Content for the Website

You are encouraged to submit most content for publication on the website--especially announcements, news, and events.

- You can copy and paste text from most editing programs into your document for website submission. We recommend you use Word and the editor will convert it as necessary.
- All data submitted should be previously typed. The editor is not responsible for creation.
- The webmaster is willing to assist in final formatting and document conversion as required.

### Announcements, Events, and News Items

Announcements and news items consist of a brief title, a short description, and a longer block of text that provides additional information. A photo or image along with a caption can also be included.

To submit an announcement or news item, please do the following:

1. Events consist of a brief title, a short description, starting and ending dates (and perhaps) times, and a longer block of text that provides additional information.
2. To ensure that events are properly advertised and archived, the information needs to have relevant information, try to include as much detail about the event as possible, particularly dates, times, locations, and contact information.
3. Try to include an image and caption, if you have them. Large or high-resolution images will be scaled automatically by the system but if you can scale or crop it, it would be appreciated. There is no size constraint on the website.
4. Also try to include links to related information on the website, if applicable.

5. **The Online Editor will review and publish the content within a few days and is happy to work with authors to translate content into a suitable form for the website as well.**