

SAR-I # 79

Website Content Submission Instructions



Use this form to submit content to be added to the website. You must provide the following information.

1. What page it is to be on, e.g., home, calendar, member news, etc.
2. Whether it is public or private (open to all or only SAR-I members)
3. Name or Title
4. Description
5. If an event:
 - Date
 - Time
 - Location
 - Host/sponsor (e.g., SAR-I, Sahib, Tahuti...)
 - Point of Contact name and phone/email
 - Flyer and or pictures
6. If submitting pictures
 - send them via email to the website administrator
 - must be in .jpg format
 - Rename file using words, not the arbitrary numbers assigned by your camera
 - Names of people in the picture not necessary unless it is Grand and Court officer updates.
7. A 'not later than' posting date.