

## Check List for updating Club's Webpage

Publicity or Computer Person's Check list before sending photos and story to add to the view.org.au website

### 1 E-mail to admin@view.org.au

- (a) Subject line - VIEW (State) (Name of Club)
- (b) Have I sent photos as attachments (Must **not** be inserted into Microsoft Word)
- (c) Add a phone number to the e-mail in case something needs to be confirmed.

### 2 Website

Are your club's details correct, eg **About/When and time/Contact** phone number and dedicated e-mail address? **Where** you meet?

### 3 Club News

Is it up-to-date. What article needs to be removed, if any.

Is this where you want your new photo and article added?

If you are a Zone or National Councillor - is it a News or Event item to be shown over the state or are you sending the item for a club?

### 4 Photos

Two or Three at most. Good resolution.

Have you renamed the photo with the club's name at the beginning?

If you cannot rename the photo, then type the exact name shown on the photo in the body of the e-mail followed by a description/story.

Have you checked with the people in the photo that it is OK to add to your website page?

### 5 Story

Have I written the "story" to accompany the photos?

Have I proofread the story, eg spelling, etc.?

Is the story interesting to those outside of VIEW?

### 6 Facebook

If your club has a facebook page, please let Carleen or National Office know so it can be linked to your website page.