



GFWC Virginia - Lee District

Member of GFWC and GFWC Virginia

www.leedistrict.org

A website is only as good and effective as the material it contains!

The officers and chairmen of Lee District are responsible for the information on this website. The website should contain everything that you want your membership to know. **Remember: When you send info to the newsletter editor—ask yourself this question: Do I need to change something on the website?** Check the data frequently for accuracy and make sure your contact link on the **Leaders** page is correct. You will find a **Change of Address or Email Form** on the **Leaders** page. The District President and the District Junior Director will get this info and forward it to the Web Designer and/or other pertinent people, as needed.

The best way to learn about the website is to browse it but here are some highlights:

- ❖ Check out the **Calendar** for upcoming district events. Post forms and directions here to give members all they need to prepare for your event.
- ❖ Check out the **Forms** page for Forms and Reporting Tools. Be sure your particular forms are updated on the website. Send them in Word doc or Adobe pdf format. On some Word forms only the contact info changes—please send only that info when applicable.
- ❖ The **Members** area provides an abundance of information. You just have to LOOK! The Membership chairmen will control most of this page and have lots of changes they need to make. The Treasurer should check out the **Dues** forms and send the corrections.
- ❖ The **Projects** page is where most chairmen will post their information or special projects. You will see instructions for submitting info to the website in the right column of this page.
- ❖ Do you have some special links that you are promoting for your department? Post them on the **Links** page.
- ❖ Read the **Publications** section to find out about our newsletter, handbook and profile. Please check your area of expertise and email the changes. *Please note: The password section of this page is a script. You may be denied access to scripts if you try to utilize a work computer.*
- ❖ **Tip for creating forms: Insert a table** for the question and answer section for easy fill-in-the-blanks—one cell per question and one cell per answer. **Save file** in the Word 97-2003 format.

The two most important things about submitting data to the website is that you (1) practice proper protocol by copying the President on everything you send and (2) always review your updated data once it has been posted. (Check spelling!)

Send all changes to the Web Designer at Janice@Sadlers.org and the Lee District President and Junior Director at admin@leedistrict.org.

Be patient as there are many updates to be made during the change of administrations. If you have questions, please call or email the Web Designer.

Janice Sadler

Web Designer

www.sadlers.org

Janice@Sadlers.org

804-994-2255