WEBSITE SUBMISSION FORM
AB-Council-36

Girl Guides
Alberta Council
For Guiding in Alberta, Northwest Territories and Yukon

Contact Information:

Name: _____   Email: _____
Committee Adviser/Coordinator: _____
Date to post: _____   Date to remove: _____
List file names of all attached documents: _____
Prior to submission, review the checklist on page 2.

Extra Eyes – Reviewed by:

1st – Commissioner/Adviser: _____ Date: _____
2nd – PR Adviser (content): _____ Date: _____
  – Admin Manager (forms): _____ Date: _____

Where are you making a change?

URL (webpage link): _____

What change are you making?

☒ Deleting the page at the above URL

☒ Adding a page with the above URL under the landing page with the following URL

_____

☒ Modifying content on the above URL

Attach a [W] (preferred) or [PDF] with the new content.
Form / procedure filename is the same as the title? ☒

Do you want this page referenced on the home page?

News & Articles ☒

Upcoming Events ☒

Safe Guide ☒

Contact your Committee Adviser to add information to the Alberta Council Calendar
Note: Upcoming events are posted once registration is open

Submit this form and your file to webcoordinator@albertagirlguides.com. Include page name / form name / procedure name in email subject line (Website Submission Form – xxx page or yyy form) For forms, copy the Admin Manager (adminmanager@albertagirlguides.com). Your submission will be queued for uploading. The Web coordinator will contact you if there are website limitations on your request which may delay posting.

Prior to submission, have you:

➢ Removed formatting using (dot) (i.e."girlguides.ca", not girlguides(dot)ca")
➢ Verified links
➢ Placed Adviser and contact information at the top of the page
➢ Placed images at the top of the page
➢ Confirmed Image releases are on file for people in photos
➢ Not reposting content from National site
➢ Information labelled as "new" is under 12 months old
➢ Document filename is same as document title (replacement documents to have same title)
➢ Document filename has no spaces (i.e "Guiding_2017.doc", not "Guiding 2017.doc")
➢ Used icons for pdf and Word links
➢ Removed "click here" formatting
➢ Meets Brand Standards for graphics and style
➢ Reviewed spelling and grammar
➢ Included web page or form / procedure name in email subject line