

**Contact Information:**

Name: Click here to enter text.

Email: Click here to enter text.

Committee Adviser/Coordinator: Click here to enter text.

Date to post: Click here to enter a date.

Date to remove: Click here to enter a date.

List file names of all attached documents: Click here to enter text.

Prior to submission, review the checklist on page 2.

**Extra Eyes – Reviewed by:**

1<sup>st</sup> – Commissioner/Adviser: Click here to enter text.

Date: Click here to enter a date.

2<sup>nd</sup> – PR Adviser (content): Click here to enter text.

Date: Click here to enter a date.

– Admin Manager (forms): Click here to enter text.

Date: Click here to enter a date.

**Where are you making a change?**



URL (webpage link): Click here to enter text.

**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  
Click here to enter text.

Modifying content on the above URL

Attach a  (preferred) or  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](mailto: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](mailto: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