



# Website Submission Guidelines

## [www.girlscoutsdiamonds.org](http://www.girlscoutsdiamonds.org)

Things to keep in mind for submitting material for the web:

- ◆ Keep it simple
- ◆ Use Arial 12 pt font
- ◆ Avoid the use of hard to read font colors such as, neon, yellow and lime green
- ◆ Avoid hard to read text color combinations such as, yellow on black
- ◆ Keep important information to text, not graphics.
- ◆ If you need a graphic created, please consult the communications department ahead of time
- ◆ Content will be edited due to space limitations
- ◆ Please refer to the photo submission guidelines as to what photos are accepted.
- ◆ It is better to have nothing on the website than to have the wrong information

When submitting information to be posted on the Diamonds Council website:

- ◆ Email information for the website to [online@girlscoutsdiamonds.org](mailto:online@girlscoutsdiamonds.org) and CC one other member of the communications department. The subject lines needs to state where you would like the info posted - Facebook, Twitter or website
- ◆ The email needs to include the following:
  - ◆ Name of person submitting the information
  - ◆ Name of person to contact if more information is needed
  - ◆ When the information needs to go live on the web
  - ◆ When the information needs to be removed from the web
  - ◆ Word document of text attached to the email
  - ◆ Request location on the webstie (under what tab)
  - ◆ Is the property reserved yet?
- ◆ PS: NOT everything can be posted on the homepage!!!

What you can expect from the communications department if the above are followed:

- ◆ Information will be posted usually within three (3) business days after receiving the information
- ◆ The maintance of the website will be ongoing
- ◆ Email corrections or errors to a member of the communications department immediately

[Email suggestions to a member of the communications department](#)

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## Dates to Know

### L-Vine

All information needs to be submitted to Jennifer Asbill no later than the 10th and 20th of each month. The communications department will have the electronic version sent out by the 15th and 27th of the month.

### Girlz Newz

All information needs to be submitted to Amanda Loggins no later than the 10th of the month. The communications department will have the electronic version sent out by the 15th of the month.

### Staff Scoop

All information needs to be submitted to Jennifer Bickers no later than thursday at 5:30pm of each week in order to be included on that weeks scoop. The communications department will have the electronic version sent out each Monday.

### Alumni

All information needs to be submitted to Dana House no later than the 15th of the month prior to the month it goes out. The communications department will have the electronic version sent out by the first of the month. Sent out on a quarterly basis.