

WEBSITE POLICY

PROCESS

All information to be updated **MUST** be processed through the Business Office for H. R. and liability issues and approval by the Pastor/Administrator. Therefore, all requests for changes and updates **MUST** be submitted to the Parish Receptionist for submission to the Business Office.

DEADLINES

The website is updated on a weekly basis. Please submit all changes by Monday, 12 Noon. Any item submitted after 12 Noon on Monday will be updated on the website the following week.

PAGE CHANGE SUBMITTALS

Ministry Pages

It is the responsibility of each Ministry Head to submit changes to the website. This includes addition of events and deletion of events. The entire website consists of over 200 pages and nearly impossible to manage all data without the assistance of the Head of Ministries. On occasion, the "News and Upcoming Events" section on each page may be updated with bulletin announcements but a request to update must be submitted. When submitting your bulletin article, please specify if your page needs update. Once your event is over, please submit another request to delete from the website.

All additions and changes **MUST** be sent to the Parish Office for approval.

SHARE YOUR TALENT

If you have pictures that you have taken at a parish event and wish to share them on the website, you may also submit them for publication. These will be used if space allows and there is no guarantee if it will be published. All pictures will be reviewed and approved through the business office. Please include the name of the event, the date, and any other details you wish to include.

SUBMISSIONS

1. **Transmitting:** Please submit copy digitally (email) in a text or Word format, in the body of an email is acceptable. You may also go online to the Parish website and submit the online form. Go to Bulletins and then click on SUBMIT PUBLICATION.
2. **Fonts:** There is no need to use any fancy fonts as the website has a global font that will be used on all text.
3. **Artwork or Pictures:** If there is artwork or photos to be included, please **attach** the jpeg or gif file to the email (pictures embedded into a word document or pdf file **cannot** be used – send all files (pictures, text, etc.) in the same email as an attachment, if it does not show as an attached file on your email header, it **CANNOT** be used. Pictures need to be of high quality. Pictures that do not qualify will be substituted with a compatible picture or omitted all together. Pictures that do not fit with the image of the website will be substituted for a suitable picture; the quality will be determined by the webmaster.
4. **Downloadable pdf Forms or Files:** On occasion you may have forms or information that you would like parishioners to access. These can be submitted either in Excel, Word, Publisher, or PowerPoint, to be turned into a pdf. If a form is already submitted as a pdf and there are issues with your form, it will be returned to you for corrections before it can be published on the website. All forms for all ministries must be approved by the Business Office prior to the upload to the website.
5. **Links:** If you would like your page linked to an outside site or document. You must include all information on your email. The website and/or documents you are linking must be pre-approved by the Pastor/Administrator and Business Office.

**To submit any item for the website, please email publish@sanantoniochurch.org
NO EXCEPTIONS!**