

## 2019 Directions for submitting VAQG.org Web Page content:

This information is for the website not the newsletter. Contact Newsletter Editor for instructions.

Andrea Shlasko – Webmaster

Pages: Quilt Show, Classes, Classifieds, Quilt Escape, Quilting Day and Members Page, Challenge

Dawn Moore - Asst. Webmaster

Pages: Home page, About Us, Informal Workshops, Community Service, Circle News, Things To Do

All content (information to be posted) must be submitted in a **text document**. (You can write your description of each class in Word, then “save as” .txt or .rtf. If you digitally copy a class description from a teacher’s website: open Notepad, paste description there to scrub it, then highlight, copy and paste it into your description document. )

Acceptable submissions are: Word or Works documents, documents, .rtf (rich text format), .txt (simple text) or text typed directly into an email. Please don’t “help” by formatting text with indents, bullets, spacing etc. We have to strip all formatting before we transfer your content into our website software.

Do not send paper, Publisher documents, pdf’s or jpg’s – We will not retype the information.

We do need individual finished pdf’s for class supply lists, rosters, maps, instructions and any information that will be linked and published “as is” as linked documents.

It is okay to send URL website links to teacher, venue or other websites in your cover email if you want the links published. Be sure to test the links to make sure the URL addresses are accurate. Compiling the information is your job, we will do our best to set it up and publish. Occasionally, we may need to edit your content for brevity, we will let you know if we do.

**Photos** (.jpg) must be **attached** to an email not inserted in a document. Photos should be at least 200 pixels wide.

For example, for Classes we need:

*(Send Andrea an email with this info included or attached for each class)*

1. Date of class
2. Teacher
3. Name of class
4. Photo of project
5. Description of class – *see above*
6. Additional kit fee for class – if any
7. Supply list (can be added at a later date) – *copy and type it into Word, then save as .pdf*
8. Annual Class registration form -
9. The Registrar will provide the Class Roster pdf files (updated at least monthly)

Optional information that can be included on page:

- Photo of teacher
- Teacher’s website url address

It takes at least 8 – 10 hours for Andrea to set up the Classes web pages once all of this information is received. Please gather and email all of the information at the same time. (It does not have to be all in the same email, one email per teacher is best). Laying out the pages in bits and pieces takes twice as long.

Once we have finished laying out your pages, we will advise you to have a look and check the content. Please review the content to make sure that it is accurate and what you want.

If you have questions, contact us.