

I. Events

A. *Event Calendar*

1. Schedule your event with the Parish Office
2. Email or use the Events Calendar Form at the end of this document to provide the following details about your Event:
 - a) Event Name
 - b) Event Date
 - c) Event Time
 - d) Event Location
 - e) Event Description to appear on the Web Event Calendar
 - f) Contact Name
 - g) Contact Phone Number
 - h) Event Photos included – Y/N (email as attachment)
3. Email to mpasserine@astound.net or fax, mail or drop off the form to the Parish Office.

B. *Event Flyer*

1. If you have “Hard Copy,” fax, mail or drop off at Parish Office addressed to the Web Team with instruction on where you want it linked on the Website.
2. If you have created a flyer then:
 - a) Email the file to mpasserine@astound.net as an attachment.
 - b) Put on CD, drop CD off at Parish Office addressed to Web Team.
 - c) Create a PDF and email as an attachment to mpasserine@astound.net.

II. Photos

A. *Place on CD or have developed to CD:*

1. Put photos on CD and label CD with:
 - a) Event name
 - b) Event date
 - c) Contact name
 - d) Contact phone number or email

B. *Give us instructions:*

1. Where to place photos on the website:
 - a) In photo gallery,
 - b) Add to my ministry page,
 - c) Link to photo from Event Calendar entry
2. Caption on single photo if appropriate.

III. Designing Ministry or Organization Web Page

A. Responsibilities

1. Ministry and Organization leaders are responsible for web page content.
2. Web Team is available to help Ministries and Organizations layout and design their web pages to achieve the look and message they want.
3. Web Team is responsible for programming of web pages.
4. Ministry and Organization leaders are responsible for review and approval of final pages before they are placed on the live SJV Website.

B. Design Guidelines

1. Create the text for your web page in any word processor or plain text editor (e.g. wordpad).
2. Don't use special fonts.
3. If you want information in a Table Format, note it so the Web Team can code it that way.
4. Place any pictures or graphics you want incorporated in the web page in separate files. (Not in your text file.)
5. Draw the layout for your page, by hand or using your word processor, if you have an idea of how you want the page to look – where to place text, graphics, pictures, and links – otherwise the Web Team will design the page for your review.

C. Send to Web Team

1. Email to mpasserine@astound.net with instructions and attachments for text and separate attachments for pictures or graphics.
2. Handwritten – fax, mail or drop off at Parish Office addressed to Web Team
3. CD – drop off at Parish Office addressed to Web Team (put your name on CD)