



WOVI Website Updates Submission Checklist

Please use this checklist to submit updates to chapter pages on WOVI website.

AT LEAST THREE WEEKS PRIOR TO YOUR MEETING, please send information about your meeting program so your Chapter's web page can be updated.

- **SEND YOUR EMAIL TO:**
 - VP Technology: Rucha Jani <ruchajani26@gmail.com>
 - CC: Martha Campbell <mcampbell996@gmail.com>
 - CC: Danni Babik <dcbabik@gmail.com>
- **EMAIL SUBJECT LINE:**
 - WOVI (Chapter Name) (Meeting Month) Update
 - *(example: WOVI North Dallas March Meeting Update)*
- **INCLUDE:**
 - Day/Date/Time of meeting
 - Title of program
 - Speaker's name (double-check spelling)
 - Description of program (about 50-100 words)
 - This can be in the body of the email, or in an attached text/Word doc
 - Speaker bio (50-100 words)
 - This can be in the body of the email, or in an attached text/Word doc
 - It should include the speaker's web site
 - Speaker photo
 - Photo **MUST** be attached to email as a jpeg
 - Be sure the photo is large enough to use
 - Please note:** Ensure that all material is edited and proofed **BEFORE** submitting. Really! Have someone else read the material through before you send it, and run a spell check, please!
 - DO NOT FORWARD** the Constant Contact meeting announcement.
- **ALSO INCLUDE:**
 - Any other changes that are needed on your Chapter's web page. **PLEASE** be specific about changes. Tell us exactly what to remove, and exactly what to replace.
 - Changes can include:
 - Pricing changes (be sure PayPal is also updated if needed)
 - Changes in Club Officers
 - Upcoming meeting dates and programs
 - New Member welcomes

Rucha or a member of the VP Tech team will make your update within a few days and send a reply letting you know that updates are made. Please review for any errors and let us know ASAP.

If you have any questions or problems, please send us an email and we will help!

For emergency changes or updates,
you can TEXT Rucha Jani at 214-288-6471 or Danni Babik at 469-964-8852.

Thank you!
WOVI Management Council
February 2017