

LHSCG Trip and Social Event Instruction Format for the Website

The purpose of this paper is to define the file formats and arrangements for LHSCG Tour And Social Event Information for the LHSCG Website. This is also applicable to other material submitted for posting on the LHSCG Website.

The purposes of placing Trip, Social Event or other LHSCG information on the website are:

1. Inform LHSCG members of upcoming events and provide information about the events.
2. In the case of tours, to allow a member who missed a tour to do the tour on their own or with a few others. Please consider this when deciding how detailed to make your route instructions.
3. Serve as an archival source of information for members planning future events.

Acceptable file formats and instructions are:

1. Send tour information to the Events Committee Chair (Pam Berry for 2010) and social event information to the Social Committee Chair. (Dyan Walter for 2010) They will forward it to the Webmaster (Dick Brewster for 2010).
2. Important. Only one document per event will be linked from the Website. You can cut and paste just about anything into a single Word or OpenOffice Write format document, so that shouldn't be a problem. If that is a problem, contact the Webmaster for help.
3. Important. If you need to make a change or addition to instructions that have been posted on the Website, resubmit the complete new version of your document. This will save the Webmaster a lot of time. If that is a problem, contact the Webmaster for help.
4. Short instructions (up to about a full page) could be, either a plain email message, Microsoft Word, or OpenOffice Write format.
5. Longer instructions. Use Microsoft Word or OpenOffice Write formats. Please don't use .pdf format without checking with the Webmaster first, webmaster@LHSportsCars.com.
6. Email the documents to the Events Committee Chair for forwarding to the LHSCG members. Not everyone reads the website on a regular basis and the Webmaster takes frequent trips.
7. The LHSCG Website is here to serve the LHSCG members. If you need advice on getting something into the correct format or have any other questions, contact the webmaster at webmaster@lhsportscars.com.