

## **LHSCG Tour Events, Social Events, and Submittal postings for LHSCG Website**

The purpose of this paper is to define the file formats and arrangements for LHSCG Tour Events, Social Events, and other Submittal information for posting documents to the LHSCG Website. This is applicable to all materials submitted for posting onto the LHSCG Website.

Purposes for placing Tour Events, Social Events or other LHSCG information on the LHSCG Website are:

1. Inform LHSCG members of upcoming events and provide information about the events.
2. In the case of Tour Events, to allow a member who missed a Tour Event to do the Tour on their own or with a few friends. (In making your route instructions used for posting on the LHSCG Website, please consider how much detail is provided.)
3. Serve as an archival source of information for members planning future events.

Acceptable File Formats and instructions are:

1.
  - a. For Tour Events, email your documents to the Events Chair for forwarding to LHSCG members.
  - b. For Social Events, email your documents to the Social Chair for forwarding to LHSCG members.
  - c. For other Submittals to be placed on the LHSCG Website, contact the LHSCG Webmaster for assistance.
2. The Events Chair and the Social Chair will forward your information to the LHSCG Webmaster.
3. For flyers and descriptions that will be posted to the LHSCG Website, you can use your name but do not provide personal information such as member phone numbers, personal addresses, or personal email addresses. (For privacy purposes, we do not use personal information on the LHSCG Website but will refer to our LHSCG Roster for this information.)
4. Important. Only one document per event will be linked from the LHSCG Website. You can cut and paste just about anything into a single Microsoft Word document or editable word processing format, so that shouldn't be a problem. If that is a problem, contact the LHSCG Webmaster for help.
5. Important. If you need to make a change or additions to instructions or flyers that already have been posted on the LHSCG Website, resubmit a complete new version of your document. This will save the LHSCG Webmaster a lot of time. If that is a problem, contact the LHSCG Webmaster for help.
6. Short instructions (up to about a full page): Send in a plain email message, or use Microsoft Word documents, or any editable word processing format.
7. Longer instructions (multiple pages): Use Microsoft Word documents, or any editable word processing format. Please do not use .pdf format without checking with the LHSCG Webmaster first.
8. 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 [LHSCG Webmaster](#). (Not everyone reads the LHSCG Website on a regular basis and the LHSCG Webmaster takes frequent trips. Provide your information in a timely manner in order to get it posted within a reasonable timeframe.)