

## How to submit material for posting on the UUCSC website

<http://uusouthcountyri.org>

Revised 7/14/14

Material may be posted on the UUCSC website using the following procedure according to the following guidelines.

All material should be submitted to the chair of the Publicity and Communications Committee ([elizabethmdalton@gmail.com](mailto:elizabethmdalton@gmail.com)) by e-mail. The material to be posted should be sent as an attachment to the e-mail. The subject line in the header should say "FOR POSTING ON WEBSITE."

Material submitted by the minister, the Board of Directors, committee chairs, the Director of Religious Education, the Music Director, or the office administrator will be reviewed by the Publicity and Communications Committee and forwarded to the webmaster for posting.

Material submitted by anyone else will be reviewed by the Publicity and Communications Committee and by also by the minister, Board president, or the appropriate committee chair before it is forwarded to the webmaster for posting.

Only material concerning events and activities sponsored by the Unitarian Universalist Congregation of South County will be posted. Material concerning political or social action events or activities not sponsored by UUCSC will not be posted, even if members of UUCSC are participants.

If the material to be posted includes a personal address, telephone number, or e-mail address, the Publicity and Communications Committee or the webmaster may request confirmation that permission has been given to post personal information.

If the material to be posted includes a link to another website, the URL for that site must be included.

If the material submitted includes images (logos, clip art or photographs) that are under copyright, the copyright information must be included. If photographs of people are submitted, the names of the people in the photograph must be provided so they can be identified in a caption. If photographs include children under 18, a release signed by the child's parent must be submitted with the photograph.

Information about events should be submitted at least four weeks before the date the event is scheduled to take place. Periodically the webmaster will remove outdated material, including event information, from the website.

The website calendar is maintained by the office administrator ([uucscri@yahoo.com](mailto:uucscri@yahoo.com))

from September through June and by volunteers during the summer. If you submit event information for the calendar, provide as much detail as possible.

Several affiliated sites are linked to the main UUCSC site. For a complete list, go to the Links page (<http://uusouthcountyri.org/wp/links/>) on the website.

UUCSC maintains a Facebook Page. Please send submissions to Betsy Dalton (elizabethmdalton@gmail.com). Submissions should include text, photos, videos, or links. You do not need to have a Facebook page of your own to visit the UUCSC Facebook page.