

Webmaster Reporting for MAY 2024 District Meeting

Hello everyone.

All pages of the website were updated in some form over the past 2 months. Please take some time to review the website to see what changes have been made.

One other important note:

I will be taking vacation soon. Website changes will be completed upon my return when I am back in office.

Thank you in advance for your understanding and patience.

Here is some important general information for sending information to the Webmaster.

- 1.) Submit your request to the District Website to email: District10Webmaster@gmail.com
- 2.) In the Subject Line – please enter something that helps identify what it is - you are sending. For example – “AFG - Webmaster Report for March District Meeting”.
- 3.) If sending attachments, please send them in either a PDF, Word, Excel or Google doc format.
- 4.) Please sign reports as: Name X. – Refer people to the CMA Listing for your personal contact information.
- 5.) **General Knowledge** - I will be checking the Webmaster Email account every Thursday evening and unless there are questions or clarifications needed about your request, I will make every effort to complete all revisions or uploads to the District Website at that time. Unless there are conflicts w/ family commitments, some unforeseeable emergency or issues w/ my internet connections, I will make every attempt to complete your request as soon as possible.
- 6.) **All District Reports must be received no later than 5 pm on the Thursday before the District Meeting.** This allows enough time to upload and test the website prior to the business meeting on Saturday morning.

If you have an urgent issue that needs to be corrected or if you see something is wrong with the Website; then please send a text to my cell phone number. (Please refer to the CMA list.)

Thanks so much in advance for your time in this matter.

Beverly C. – District 10 Webmaster
