

Website Web Page Cheat Sheet

There are several basic rules for getting your group information onto the web page. They include:

- All text must be written in Word Perfect, Word or notepad.
- You should refrain from using full names of individuals in descriptions.
- Any pictures should be shot from a distance. Any pictures with clear views of the individuals in the pictures should be accompanied by a signed release form allowing us to use the image on the site. Any Good Shepherd jargon (GSLC, ELCA, CG's, etc..) should be accompanied at least once in the text with an explanation of the jargon.
Example: The Chronologically Gifted (CG's) group will be headed to..
- Refrain from providing email addresses, last names, phone numbers, or street addresses of members in your description. If you would like to include invitations to specific events and must direct visitors to a person, instruct them to use the "contact us" drop down to contact either the church office or the appropriate staff member.
- Try to use easily readable information. Keep it friendly, appealing, light, and short.
- Try to put your information into the format you would like to see appear on the website. Use capitalization, punctuation, bold, italics, etc., to showcase your group. Please use either Ariel or Time fonts as those are what the site currently uses.
- Whenever possible, send your information exactly as you would like it to appear on the site.
- Indicate on your information or in your cover email if you want the info to appear as-is or if you want someone to review it and jazz it up.
- Send your info, pictures or clips via the "[contact us](#)" option on the home page at www.goodshepherdlutheran.com. The team will edit the information and upload it to the site as soon is possible.
- The website committee will do all it can to maintain the integrity of anything you forward for posting. We do ask that you keep in mind that some items might need to be slightly altered in order to meet the guidelines of the church as well as those of the site. If a need for a drastic change were in order,

you would be contacted before the data would post to the site. An example of an easy club description to add to the site follows:

- **The Four Crossmen**
This is not a club for grumpy guys. We are a musical quartet made up of four men singing soprano, alto, tenor, and bass. We perform at a variety of church services throughout the year. Although we sometimes use a piano accompaniment, we prefer to stick to our Barbershop roots and sing many of our arrangements completely **A cappella**. Check for our upcoming performances under the News and Events link by selecting "Calendar." We typically perform 7 times throughout the year at any of the four services offered.