



General Federation of Women's Clubs of Virginia

Member of GFWC

GFWCVIRGINIA.ORG

## OFFICERS AND CHAIRMEN ORIENTATION

The officers and chairmen of GFWC Virginia are responsible for the information on this website. The website should contain everything that you want your membership to know. Check the data frequently for accuracy and make sure your contact link on the **Leaders** page is correct. You will find a **Change of Address E-Form** on the **Leaders** page. The GFWC VA Executive Secretary, Heather Craven, will get this info and forward it to the Web Designer and/or other pertinent people, as needed.

The best way to learn about the website is to browse it but here are some highlights:

- ❖ The newly formatted GFWC Virginia Icon has been uploaded to the website and you can download it from the HOME page in the right column. (open file, right-click on picture, "save image as" or "save picture as")
- ❖ Check out the **Calendar** for upcoming GFWC Virginia events. Post forms and directions here to give members all they need to prepare for your event.
- ❖ Go to the **Marketplace** page to order various items offered for sale by GFWC Virginia and pay for them with PayPal which can draw from your credit card or checking account.
- ❖ Check out the **Leaders** page for **Forms and Reporting Tools**. Be sure your particular forms are updated on the website. Send them in Word doc and/or Adobe pdf format (PDF/A Compliant). On some Word forms only the contact info changes—please send only that info when applicable or copy the text to an email and highlight or color the text red to show the changes.
- ❖ The **Members** area provides an abundance of information including **Publications, Projects, Pictures** and **Dues**.
- ❖ The **Projects** page is where most chairmen will post their information. You will see instructions for submitting info to the website in the right column of this page.
- ❖ The Treasurer should check out the **Dues** forms and send the corrections.
- ❖ Read the **About Us** section to find out all you want to know about GFWC Virginia and club work. Does the **Profile** or **History** need updating? Please check your area of expertise and email the changes.
- ❖ Do you have some special links that you are promoting for your department? Post them on the **Links** page.
- ❖ **Tip for creating forms:** Insert a table for the question and answer section for easy fill-in-the-blanks, one cell per question and one cell per answer. **Save file** in the Word format.

**The two most important things about submitting data to the website is that you practice proper protocol by copying the President on everything you send and always review your updated data once it has been posted. Check the spelling!**

Send all changes to the Web Designer at [Janice@Sadlers.org](mailto:Janice@Sadlers.org) and the President at [president@gfwcvirginia.org](mailto:president@gfwcvirginia.org).

Be patient as there are many updates to be made during the change of administrations. If you have questions, please call or email the Web Designer.

*Janice Sadler*

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