

Chapter 15

Posting Information on EOSARDA's website

15.1 General

- a) EOSARDA's official website is eodance.ca
- b) Information for the website is added and updated through the Webmaster. Clubs that have information to be posted or updated should email a copy of the information to the webmaster. Some club information may be updated automatically via a shared database maintained by the webmaster and registrar.

15.2 Club Information

- a) Information about new clubs or changed information for existing clubs should be sent to the webmaster and to the Chair of Club Liaison Committee. There is an email link on the various Club pages that will allow you to send the information to both. Note that only the data fields shown on the website should be sent (ie, we don't need your club's executive list, etc).
- b) Clubs may also submit a link to their club's website; the link will appear in the entry for the club on the appropriate *Clubs* page.
- c) Clubs may also submit their club's schedule for the current season. This will be stored on the website's server and linked to the club entry on the appropriate *Clubs* page. Schedules should be converted to .pdf format whenever possible. There are many websites that offer this service for free and many free down-loadable programs that allow you to do this on your own PC or Mac. More information is available on eodance's *Submit an Event* page.

15.3 Event Information

- a) Information for events should be sent to the Web Event Coordinator. These events will appear in the website's Event Calendar. There is an email link and more information about what is needed on eodance's *Submit an Event* page.
- b) Such events should be "special" events, not simple "party" or "pie" theme-nights on the club's regular dance night. The latter type of events that occur on the club's regular dance night would be posted at the discretion of the Web Events Coordinator.
- c) Flyers for events should be submitted in .pdf format whenever possible. Event dates and particulars should be included in the body of the email so that the Web Events Coordinator doesn't have to open the flyer to find the information.

15.4 Board of Directors Minutes

- a) Once Board Minutes are approved by the Board, a modified "web version" of the Minutes must be prepared in which the Treasurer's detailed financial details will be replaced with the statement:

"Information available on request".
- b) A .pdf file of the modified Board Minutes will be prepared by the secretary and sent electronically to the Webmaster for posting.

15.5 Council of Dancers Minutes

- a) Minutes for a Council of Dancers meeting are not officially approved until the next Council of Dancers meeting. However to improve communications, a version of the Minutes is usually posted once the Board Directors have seen and accepted the draft Minutes.

- b) A modified version of the Minutes is prepared as per Para 15.4 above.

15.6 Other Information

- a) Dancers who have articles, pictures or other information that might be suitable for the website should submit them to the webmaster in electronic format for consideration.