



General Federation of Women's Clubs of Virginia

Member of GFWC

GFWCVIRGINIA.ORG

A website is only as good and effective as the material it contains!

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. **Remember: When you send info to the newsletter editor—ask yourself this question: Do I need to change something on the website?** 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:

- ❖ 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 or Adobe pdf format. On some Word forms only the contact info changes—please send only that info when applicable.
- ❖ The **Members** area provides an abundance of information including **Publications, Projects, Pictures** and **Dues**. You just have to LOOK!
- ❖ 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 Treasurers 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. **Save file** in the Word 97-2003 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 spelling!)

Send all changes to the Web Designer at Janice@Sadlers.org and the President at 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

Web Designer

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