

SACU WEBSITE CONTRIBUTION GUIDE.

How to say the site name:

sahk–Ooo gahn–duh dot–org = **sacuganda.org**

When you have feedback on the site:

Be sure to send Elaine and Chad a quick **email**.

For example:

Hey Chad, Hey Elaine,

I noticed the home page is broken on the site, it says there is something called a “404 error”? Figured you would want to know!! Also, there’s a spelling error in the title of the most recent post!! AH!

Best,
Concerned SACU Contributor

When you want to contribute to the site:

Step 1. Ask yourself...

1. Does what I have to contribute need writing to support it?

If the answer is **no**, move to *Step 2*, if the answer is **yes**, ask yourself the next question.

2. Can I write 2-5 paragraphs about this idea that does not repeat information from other parts of the site?

If the answer is yes, move to *Step 2*, if not, make it a facebook post. Facebook posts should not be more than a few sentences.

Note: At the end of the month, take a look at the facebook posts and ask yourself... “Would the community appreciate a summary of these posts to be sent via the newsletter?”

If so, contact Kathy. If you are Kathy, put the newsletter together and contact Chad for tech support with Mailchimp.

Step 2. Decide **where** on the site your contribution should go by visiting the site.

There are a few categories to choose from.

1. **Posts** are stories and news updates.

Posts require an image at the top and a few paragraphs of text.

The types of posts are:

- Education
- Business

- Life & Health
- Development

Every post needs a tag. Tags are how you tell the site where to put things. Without a tag your contribution will not show up in the right place. :(

If your contribution does not fit into one of those categories, email Chad for Tech support.

If you would like for your update to appear in one of the three “featured” content boxes on the front page. Send Chad a quick email about it.

2. **Pages** are static information that rarely change.

A new photo may be changed out or added. If your contribution is a new program of a permanent nature this might be your category.

Step 3.

Once you have a good idea of **where** you would like to contribute to the site.

1. **Gather and upload** any supporting materials, like photos or tables, you may need as part of your contribution to the Google Drive. If you have back end access to the site via a wordpress login, you can upload these things there, but if you do not, choose to upload them to the google drive for safe keeping.
2. Then, if your contribution involves writing, start a new Google Doc so you can **start writing** what you want to contribute.

If you need help starting a google doc, contact Elaine or Chad for tech support.

Once your contribution is written, notify Elaine and Chad, so they can schedule it to be shared on the site! Once there is a generic calendar the years postings available, planning ahead will be simple.

Add a number and your name to the list below, so Elaine and Chad know, you know where to go to get this information.

1. Chad Nick
- 2.