

## Change Requests for BCCWC.org Website

Please send the following to either Nancy Daniels [danielsna@aol.com](mailto:danielsna@aol.com) or Lizz Jayne [lizz1170@gmail.com](mailto:lizz1170@gmail.com)

1. Requestor Name and email:
2. What web page the change is on:
  - a. Home
  - b. Fundraising
  - c. Volunteering
  - d. Fellowship
  - e. Monthly Meetings
  - f. News & Notes
  - g. Scrapbook
3. What content is to be changed in which spot:
  - a. For example - if this is an Event – event name, description, date, contact (we need the persons phone or e-mail this includes your middle initial)
    - i. We will create a unique email for the website that will forward any information to your normal email. For instance, Lynda Drews’s normal email is [lyndadrews@gmail.com](mailto:lyndadrews@gmail.com) , but in the BCCWC.org site I have a new email called [lyndadrews@bccwc.org](mailto:lyndadrews@bccwc.org) (Lynda Margaret Drews) this will forward any email from the BCCWC.org site to my [lyndadrews@gmail.com](mailto:lyndadrews@gmail.com) address.
  - b. Provide attachment in either word or pdf if it includes a form
4. Requests will be changed as soon as possible. Since one of the communication team could be on vacation, please get your requests in as early as possible so there will be more exposure to club members.
5. Once a change is complete, the requestor will receive an email from either Nancy or Lizz back to confirm that it is done.