

MPWGA PUBLICATION GUIDELINES

"How to get documents posted on the MPWGA Website"

- 1- Before sending your documents to the webmasters, check them carefully for accuracy, completeness, and typos. Keep your documents simple by using the same font style throughout. Create your documents in Word or Excel and change to a PDF format before emailing them to the webmasters for posting.
- 2- Save it - name your file with a description of what it is and the date it was created or the date it was revised. Examples include: '2023 Pres Cup Flyer-Feb 1', or '2022 Job Desc - Treasurer - Dec 31'. Documents that get posted and then modified on the same day and need to be re-posted should include the full date and R1 (revision 1) or R2 (revision 2), etc. at the end of the file name, for example '2022 Pairings Dec 26-R1'. This is the easiest way for the webmasters to know they are posting the correct and latest version.
- 3- Always email your documents to MPWGAwebmasters@gmail.com. There are currently 3 webmasters that rotate web maintenance duties. By sending it to the webmaster's email address, it guarantees that someone will post it for you. When you respond ALWAYS include the webmasters email address - MPWGAwebmasters@gmail.com.
- 4- Most important... once you request a document to be posted, it is your responsibility to make sure it gets posted. It is also your responsibility to notice if there are errors in the document, such as typos, spelling errors, formatting errors, etc. If it needs to be modified, we will repost.

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