

# **GUIDELINES FOR POSTING ON THE WEB**

**[www.retreatatseabranh.com](http://www.retreatatseabranh.com)**

## **Purpose of Website**

**Provides news and information to the community and the public.**

- HOA Board, Manager, HOA documents, and forms information
- Access to Newsletters, Monthly Calendar, Helpful Hints, and Links to web sites of interest.
- Committee, Women's Club and Volunteer Information
- Showcases Resident arts and crafts
- Describes the features and benefits of living in the Retreat.

## **Guidelines for Use**

- All submissions for the web site go to the Webmaster at the Retreat:  
**Marlene Boobar** Email: [marleneboobar@hotmail.com](mailto:marleneboobar@hotmail.com)
  - Include the Organization, person requesting, phone, start date and end date.
  - Include attachments for any photos being submitted.
- Web Designer, in concert with Communications Chair will add approved content to the website.
- Submissions for the website should have a minimum one-week lead time.
- Preferred photo format is ".jpg". However, most standard formats are acceptable.
- For the Showcase Pages, Residents can include "Created by:" only.
- No advertising of any kind will be permitted.
- Residents can submit a reasonable number of photos and they will remain for a length of time at the discretion of the webmaster.
- It is important that copywriter material be submitted with the written approval from the owner, along with a copy of that permission sent to the Communications Chair before submission.
- The Communications Chair reserves the right to reject any material at his/her discretion.