

Guide to Updating your Club Webpage

Your club webpage is the first introduction a new member might have to your club. It is important to keep it up to date and looking great!

On the VIEW Club website, each individual club has its own webpage under the “Find a Club” tab (<https://www.thesmithfamily.com.au/view-clubs/find-a-club>). This page includes:

- A short description of your club
- When and where your club meets
- Contact number and email address for potential new members to get in touch with your club
- Link to your Facebook page (if you have one)
- Photo of your current committee (labelled with first names only)
- Photos and stories from recent events

How do I update our Club Page?

Our Website Working Group, made up of VIEW Club volunteers, manages any updates to the club pages. You can send updates by email at viewwebsite@thesmithfamily.com.au.

Make sure your email includes:

- Subject Line – VIEW (State)(Name of Club)(Event name or Update)
- Your name and a contact number in case the team need to contact you to confirm any details
- Details of the changes you want made to the page

Sending Images

- Only one photo can be added per story.
- Preferably landscape.
- Good resolution – make sure photos attached are “Actual Size” and not made smaller.
- Picture will need to be 737 x 415 pixels (don’t worry, if you don’t know how to do this, the website working group can re-size for you).
- Please ensure all images are **attached** to the email and not sent in the body of the email or in a word document. If we don’t have a proper copy of the original image, it will look blurry when we upload to the website.
- If possible, please provide the names of the people in the photo from left to right. Remember, first names only for privacy reasons.
- **Have you checked with the people in the photo that they are comfortable with the photo going on the website?**

Tip: Look for this icon when sending images to make sure the image is **attached**



Sending Event Details

- Include the date and occasion of the event.
- Short 3-4 lines that would be interesting to a person who is not a member of VIEW and will help them understand what your club is all about.
- Proofread the story for spelling and grammar.

Checklist for sending Updates to the website Working Group:

- Subject Line is “VIEW (State)(name of Club)(name of event or update)”
- Are your clubs details on the web page correct? (When and where you meet, contact name and number, dedicated email address)
- Is the club news up to date? Do any old articles need to be removed?
- One photo per story, preferably landscape, resized to 737 x 415 pixels if you know how to resize an image.
- Make sure the photo is **attached** separately and not in the body of the email or in a word document.
- Have you checked with the people in the photo that it is OK to add to your website page?
- Provide a label for the photo and a list of the people shown from left to right. Remember first names only!
- Specify the date and nature of your event.
- Include a story to accompany the photo.