Submission Guidelines for AOSA Website

1. Submit attachment files as PDF documents. The only exception is forms requiring user input, which need to be submitted as Word documents. Many AOSA forms are now submitted on-line via Google Form. You may want to check with Anna Pack to see if your form will work in this format.
2. Include all files as attachments to the e-mail message; please do not send via Google docs.
3. If your submission includes an update for a document that is already on the site, please provide the name of the page where the document resides. Name your new document with the document name, year, and month (e.g., newdoc.2017Sept)
4. Have someone other than the original author proofread all text. The best approach is to ask your whole committee to check for typos and accuracy of information before submitting the text.
5. If people who are not members of AOSA will view your document attachment, please include the AOSA logo. (Right-click the image on the linked page to save for future use.)
6. Begin the process of revising a web page by contacting the Communications Director. Explain what you are trying to accomplish and the communications team will work to format it to meet your goals.
7. Text to be added directly to a web page should be short and concise. Using bullet points instead of narrative is a good way to condense information. If you have a lot of information to convey, an attachment file may be a better approach.
8. Send images and other graphic files in jpeg or png format. Notation may be sent as a Finale file, or - if created using other software - as a high-resolution png or jpeg file. The maximum upload size is 2MB for the public side of the site and 25MB for the member side. Because we are unable to transfer formats from documents into web pages, **please send elements as separate files** (e.g., text, graphics, PDF attachment files, etc.).
9. Send files to the Communications Director. New information added to the website is approved by AOSA Executive Committee prior to posting.

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