

# GSC WEBSITE UPDATE REQUEST PROCEDURES

---

Communications & Documents  
Committee



# GSC WEBSITE UPDATE REQUEST PROCEDURES (1 OF 3)

**The primary point of contact for GSC website updates is the Director of Information Technology.** If this position is vacant, then these responsibilities move to the Secretary.

**When submitting a GSC website update request, please provide the following information:**

- Date of Request
- Your Full Name
- Contact Information
- Affiliate Committee
- Type of Update (Major or Minor)
- Date(s) of Update
- Content of Update
- Images or Other Visuals

**To submit a website update request, please enter the above information into the [GSC Website Update Request Form](#).** This form will always be open but remember that you must submit your website update request at least **2 or 4 weeks** ahead of time, depending on the number of updates requested.

# GSC WEBSITE UPDATE REQUEST PROCEDURES (2 OF 3)

**If you are requesting minor updates, then the deadline to submit these requests is 2 weeks ahead of time.**

- For example, if you would like a minor update on your Committee's page to go into effect by Thursday, October 15, 2020, then you would need to submit website update request by Thursday, October 1, 2020.

**If you are requesting major updates, then the deadline to submit these requests is 4 weeks ahead of time.**

- For example, if you would like a social media post about an event or program to go out on Thursday, October 15, 2020, and you need help designing the images/visuals for the post, then you would need to submit your social media post request by Thursday, October 1, 2020.

**If there is an emergency – meaning you did not just forget to submit a website update request on time, but rather an event or program was scheduled last minute, or a link is broken – then please do the following:**

- Still submit the requested information to the [GSC Website Update Request Form](#).
- Email the Director of Information Technology directly about the request.
- Copy the Secretary and Chief of Staff and Operations on your email to the Director of Information Technology.

# GSC WEBSITE UPDATE REQUEST PROCEDURES (3 OF 3)

**Please note that website update requests may be rejected or returned for revision if the content or images submitted are unreadable, pixilated, or vague.** Please resubmit your revised website update request to the same [GSC Website Update Request Form](#) and just make a note that it is a revision of a previous submission.

**If you submit a GoogleDrive document that you have edit privileges over for posting on your Committee's webpage, please [email Director of Information Technology and the Secretary before you make any changes to the document.](#)**

- For example, if you request a link on your Committee's webpage to a GoogleDoc that you can continuously update with resources or information, then please let the above individuals know any time you update the document.

**For headshots, please send high resolution versions of the image (tiff, jpeg, png, etc.).** Hi-res images are at least 300 pixels per inch (ppi).

**Also, when designing your committee webpage, please do not build in more than 2 levels of pages.**

- For example, if the Committee page itself is 1 level down from the homepage, then any pages that the committee links to on their webpage would be considered 2 levels down from the homepage.