

## Web submission form **draft rev 3/24/22**

### Ground rules:

- Categories of information on the website:
  - Events calendar (does not include routine meetings; includes 1-time events such as workshops, speaker meetings)
    - “Featured events” from Events Calendar show on home page
  - Flyers for upcoming Intergroup-sponsored or Intergroup-approved events or workshops (attached to Events calendar and optionally also on “Front Page”)
  - ACA weekly meetings
  - Intergroup business (charter, agendas, minutes, committee reports, treasury reports)
  - Literature ordering
  - Donations to Intergroup
  - Links to WSO websites: [adultchildren.org](http://adultchildren.org), [acawso.org](http://acawso.org)
- Who can submit:
  - Meeting information submitted by the meeting (secretary etc.) for meetings in the service area (Monterey Bay: Santa Cruz County and Monterey County)
  - All other information (workshops etc.) to be submitted by Intergroup or Intergroup Committees
- Format of submissions:
  - All postings (flyers, minutes, reports) for posting to be submitted in PDF format
  - Zoom information: send the **entire Zoom invitation** so that all necessary information is included, especially **hyperlink** and **password**
- Timeline:
  - Changes will be completed on the website on Thursdays or Fridays
  - Changes must be submitted with the required PDF attachments or Zoom invites by Wednesday midnight to [mbacaweb@gmail.com](mailto:mbacaweb@gmail.com)
  - Notification of completion will be emailed to the requester