

Web Request Form Draft 3/24/22

Guidelines:

- Item to submit: NOTE – all documents must be in PDF format
- Updates are done on Thursdays and Fridays; requests must be submitted by Wednesday midnight
- Zoom information: include entire zoom invite (need hyperlink and password)

Submitter info:

Name (required)

Email address (required)

Role (required)

(dropdown: meeting officer, IG officer, IG committee member)

Item being submitted: (Check boxes)

- Event (workshop, speaker meeting)
 - “Featured events” from Events Calendar show on home page
 - Name / Description
 - Date, start and end time
 - Physical location address if applicable
 - Zoom Info if applicable (hyperlink and password)
- Flyer for event (to be attached to Events calendar)
 - Option: Display flyer on Front page also? Y/N
- ACA weekly meeting new, update or remove.
 - Meeting name
 - Meeting number (registered with WSO, eg: CA1202)
 - Description of change (text): Example: New meeting, zoom change, location change, time change, remove
 - If update, include only what’s changed:
 - Date, start and end time
 - Physical location address if applicable
 - Zoom Info if applicable (hyperlink and password)
 - Comments (e.g. only meets 2nd and 4th Monday etc. or how to find the meeting location)
- Intergroup business (charter, agendas, minutes, committee reports, treasury reports)
 - Description of document: (e.g. February Treasury Report)
 - Attach PDF

Automated receipt like literature request to email to requestor

Request emailed to mbacaweb@gmail.com