

Zonta International District 11
Website Guidelines for submission of information

The Zonta District 11 website is a web presence to find District, Club and Zonta International news and information. The objectives of the website are to provide information to members and guests, promote interest in Zonta International, and communicate local activities and events. The website will also be a central source of information linking Zonta International Clubs across the world. To assure that communications are only of the highest quality materials that will be published to the District 11 website at www.zonta-district11.org the following guidelines are to be adhered to:

- Document Submission
 - The Club President or other designated members are authorized to submit documents to be posted on the website.
 - The submission must be made to the District Webmaster at least 2 weeks prior to the event, activity, or meeting.
 - Any follow-up submission concerning an event or activity must be made to the District Webmaster at least 3 days following the event or activity.
 - The document must be submitted using Microsoft Word 6.0 or greater, and contain the following information:
 - Date of the event or activity, spelled out, e.g. Thursday September 9, 2004
 - Time of the event or activity (indicate A.M. or P.M. and Time Zone)
 - Start Time
 - End Time
 - Location of the event or activity, including address, phone number, and web address
 - Contact email address
 - A brief description of the intentions, expected results, and the goals of the event.
 - Images will be accepted in the same submission as documents providing that they are in the correct format. See below.

- Pictures or other forms of graphics (image) submission
 - Format of the images must be:
 - .jpg
 - .tif
 - .gif
 - or Photography in color or black and white. Mail under separate cover.
 - The image may not be any form of copyrighted material, unless consent from owner is given in writing and submitted to the District Webmaster.
 - The image must be at least 4 inch by 6 inch in size with 72 DPI Resolution
 - The image submitted may not be returned to the submitter
 - The images submitted become the property and right of Zonta International District 11
 - Documents will be accepted in the same submission as images

- Privacy
 - NO telephone numbers or personal mailing address will be added to the website, any personal information will be deleted and replaced with the appropriate information
 - ONLY Club's permanent PO Boxes may be published.
 - The submitter's personal email addresses will be used to confirm the submission to the District Webmaster, any further questions or concerns about the submission will occur using that email address, unless otherwise stated by the submitter.