

GUIDELINES FOR POSTING TO THE CSCA BULLETIN BOARD

The CSCA website includes a Bulletin Board for posting short announcements, typically with a link to more detailed information to be found either within www.clumbers.org or on other web sites such as AKC or other breed clubs. The Bulletin Board is merely calling attention to the notice and providing a link to supporting information. Submissions might include a notice about an upcoming Tracking or Hunt Test or a Health Teleconference, or an article on Clumber Spaniels found in a printed magazine or on a website. When submitting an announcement for the Bulletin Board, here are a few things to remember:

1. Submissions to the Bulletin Board should be short, concise and focused and should be sent to websiteadministrator@clumbers.org.
2. Test all links. It is best to copy/paste the link from your web browser so you know for certain you have the correct address.
3. If the announcement is accompanied by an article to be included elsewhere on the CSCA website, and includes a photograph, change the name of the file to a name that fits the subject of the photo. A file name such as ClumberNationalBOS2014.jpg tells the editor what the photo is about. A file name such as dncz889234.jpg is likely to be lost in the shuffle.
4. When naming your submission file, use the underscore character to leave space between words. Do not leave a blank space. Use this `_is_a_good_name.doc` or use Caps like `ThisIsMyFile.doc`.
5. The website team will copy edit your submission but please make every effort to have it as complete as possible. It is a good habit to have someone proofread it for you and to double check dates, times and addresses to be certain they are correct.
6. Remember that people from around the world will read your article so try to avoid abbreviations and colloquial phrases.

All submissions are due to the website administrator (websiteadministrator@clumbers.org) **by the third Monday of the month**. Submissions will be approved by the Board at the regular end-of-the-month Board meeting. They will then be posted, assuming that no additional clarification is needed, by mid-week of the last week of the month. **Plan ahead.**

Thanks to everyone in advance for following these guidelines.

