

BBES PTO WEBSITE and FACEBOOK Change Requests for Teachers, Committees and the Board

For all changes to the website or the FB Page, email webmaster@bbespto.com.

- 1) Each committee/requester is responsible for their Web content and FB Posts and Events content.
 - a) Determine exact verbiage. Not acceptable: Can you put something on Facebook about Culvers night?
- 2) Changes will be completed on **Monday mornings; due to webmaster by Sunday night**.
 - a) Facebook Posts can be pre-scheduled.
 - b) You must call/text Susan for urgent items at 630-915-7426.
- 3) Once the information is updated, you will be sent a confirmation email.
 - a) You must verify the changes/updates have been made correctly.

Sample Request:

Website:

Home Page: Mother/Son Event

Add: 2/16/2014 - Join us for our 7th annual Mother/Son Event at Pizza Hut.

Order tickets by 2/7/2014!

Include the attachment: momson.pdf with a Button or pic of order form** (Order Ticket Details)
(webmaster can create a .jpg of your flyer or a pdf of your word document.)

Add to Calendar of Events page

Facebook:

Add Event: Mother/Son Event 2/16/2013, Location: Pizza Hut in Yorkville, Time 1-4pm

Schedule Post on 2/3/2014: Order your Mother/Son tickets by this Friday! (link to website page)

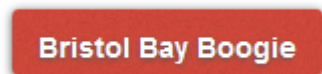
Schedule Post on 2/14/2014: See you at the Mother/Son event this Sunday!

Schedule Post on 2/16/2014 at 4:15 pm: Please create a picture* to post ('Like' if you had fun at the Mother/Son Event!) (Or include photos of the event-must be reviewed for photo releases)

OR

Facebook: Schedule Post: 2/5/2014: 1st Graders are having fun counting money. Ask them to count your change!

*Sample Picture: **Sample Button on Website:



Please Note: Webmaster will automatically remove outdated information from the WEBSITE. Webmaster has final determination of verbiage/content added to either platform.

Include on all Flyers: “www.bbесpto.com” and “Like us on Facebook: Bristol Bay Elementary PTO”.

You can use this logo if you like: Logo Rules: <https://www.facebookbrand.com/>

Please use the following form or use it as a guide.

BBES PTO Website and Facebook Change Request Form/Guide

WEBSITE

Changes to webpage: (check all that apply-most popular bolded)

- Home** About Us Current PTO Board Committees Documents & Forms Minutes & Reports
 Calendar of Events Annual Events Fundraisers Easy Fundraisers Box Tops and Labels
 Kitchen Free Nights TerraCycle Links Volunteer acknowledgement BBES Artists
 Photo Gallery Spirit Wear Sponsors

If file to link to: Name of file: _____ Attached Google Drive

Content: _____

Special Instructions: _____

FACEBOOK

- Add Event Update Event

Event Name: _____

Location: _____

Date: _____ Time: _____ End Time: _____

Description: _____

- Scheduled Post

Date: _____ Time: _____ Post: _____

Include picture? Name of file: _____ Attached Dropbox

- Scheduled Post

Date: _____ Time: _____ Post: _____

Include picture? Name of file: _____ Attached Dropbox

- Scheduled Post

Date: _____ Time: _____ Post: _____

Include picture? Name of file: _____ Attached Dropbox