

## GUIDE – TO SUBMITTING ARTICLES FOR THE WEBSITE

The UGCA is always grateful to receive news and items to publish on the Website. The more the community sees the support we give them, and the fun we have doing it, the more chance we have of increasing their awareness that we exist, and hopefully in turn, gain new members. It is also proving to be a great way to share with other members, and especially those that cannot attend Chapter on a regular basis.

We are not all professional photographers nor do we all have expertise in advertising, but the following may help you decide what sort of articles we need and the best way to submit them for publishing:

### What we need you to do:

- ★ Submit articles that communicate the friendly, welcoming, positive, passionate, fun, kind and supportive nature of our organisation. This includes photos of events, meetings, members, charity work, donations etc.
- ★ Provide a description of the event in as much detail as possible. Don't worry about it being a correctly worded article.....We can fix that for you;
- ★ Include your Chapter Name and the date of the event. Don't assume that the webmaster knows everyone in the Order across Australia ☺;
- ★ Provide the names of those in any photographs you submit and ensure you have asked everyone in the photo if it is OK to publish their image;
- ★ If the article is about a donation to a charity find out if the Charity has a website and if so, provide that website address in the article and we will link our published article to their website.

- ★ Provide the article in either MSWord form or just type it into an email. We need to have something that we can cut/paste from so we don't have to re-type it. Ie. Do not provide a PDF file.
- ★ Not every article needs photos and visa versa. If you have photos however, provide the original photograph file from the camera or phone that you have used. This gives us the best chance of getting the resolution and size we need. Do not send scanned copies of photos. If your photo was taken on a digital camera, it should be fine. If it was taken on your smart phone, please download the original file and either save it on a memory stick or email it --select the 'Large' size when you attach in an email, and only email a few photos at a time.

#### How do you submit it?

- ★ email to the webmaster at [members@oesaustralia.org.au](mailto:members@oesaustralia.org.au), or

Please also read "Tips to help you take a good photo", available on the website.

Thank you for your support!

Angela Sweeney – PWDGM  
Webmaster  
[www.oesaustralia.org.au](http://www.oesaustralia.org.au)