

# Glen Crest PTC Website Change Request

This website change request form is a guideline for what information is needed for Glen Crest PTC webpage creation and/or requested updates. The committee chair is responsible for providing all needed content and information for inclusion in the website. We need information to be as detailed and complete as possible to best promote the webpage and related event or fundraiser.

Please either complete this form or ensure that all of the relevant requested information is included in a single email, with any supporting documents (PDF's, Word, PowerPoint, etc.) attached. Please email the request to [dreleppert@sbcglobal.net](mailto:dreleppert@sbcglobal.net)

Thank you! Glen Crest PTC Website Committee

Change Requestor:	Date:
Change Category (Check all that apply):	
<input type="checkbox"/> New Volunteer Calendar/Committee	<input type="checkbox"/> Existing Web information Change
<input type="checkbox"/> Calendar Entry/Entries	<input type="checkbox"/> Other: _____
Please Describe the Change Requested:	
<b>Existing webpage changes (minor edits)</b> For simple text corrections or changes, please cut and paste the sentence or paragraph as it is currently, followed by the content again with changes marked in <b>red text</b> .	
<u>Please enter or cut and paste any changes or edits below this line:</u>	
<b>New webpage requests or existing webpage changes (major edits)</b> Please cut and paste the FULL content of the new copy as you would like it to appear. Please indicate any hyperlinks by underlining the text followed by parentheses explaining what document this should link to (i.e., IceCreamSocial.pdf, FunLunchOrderForm.doc)	
Title of new webpage:	
<u>Please enter or cut and paste any new webpage content in this box below:</u>	

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### **Calendar events**

Please list any dates for the calendar connected to this webpage, such as event dates, registration/due dates, etc.

Date(s) to be added to the calendar:

### **Supporting Documents**

If you have any supporting documents as part of this change request, such as flyers, registration/order forms, etc., in Word, PDF, or PPT format, **please be sure to attach them to the email** with this document.

When is this change needed by?