

WEB COMMUNICATION SUPPLEMENT 2018-2020

Denise Hosier, Webmaster
768 Carter Hill Drive
West Deptford NJ 08066

Telephone: 856-848-3217 ~ Email: hosier@njsfwc.org or webmaster@njsfwc.org

Website Access

- Club Presidents or Board member should determine the NJSFWC access level for the members of their club. Choices are **Member** or **Super Member**.
- All NJSFWC Clubwomen should have at least a **Member** log in for the www.njsfwc.org website. Contact webmaster@njsfwc.org to create an account. **Member** access will allow you to utilize all the information located under **MATERIALS** menu on the www.njsfwc.org website.
- **To add Club Events or Programs or create a Web Page** on the NJSFWC website requires **SUPER MEMBER** access. Club Presidents should contact webmaster@njsfwc.org to request SUPER MEMBER access and instructions for themselves or a club member.
- Utilize the NJSFWC website for forms, support and information.
- Design a club Web Page, Website or Blog; link your website to the NJSFWC, GFWC and town websites.
- If you have a Club website, please send the web address to webmaster@njsfwc.org so a link can be created from the NJSFWC website to your Club site.
- Use the **Create a Club Web Page** form and the webmaster will create a page on the NJSFWC website for you or assist you in creating your own.
- **Individualized web instruction** for a club or member by telephone or at Federation Headquarters can be arranged by contacting webmaster@njsfwc.org
- Use the **"Forgot Password"** link found on the NJSFWC website if your log-in doesn't work or if you forget your password. A temporary password will be sent to your email of record. If you can't recall your user name, email webmaster@njsfwc.org.
- **Update your email address** using the **"Edit Profile"** link found on the website. The link is revealed after you log in.
- **Contact webmaster@njsfwc.org if you encounter a problem with the NJSFWC website.**

Social Media

- **Like** the NJSFWC FACEBOOK page at www.facebook.com/njsfwc
- Create a Facebook page for your club to show the personality of your club and to promote club events to your members and to the public.
- Send photos and news to facebook@njsfwc.org for posting on the NJSFWC Facebook page. Be sure to send a brief description with your photo. The webmaster in consultation with the State Board makes the decision whether or not to post items that might conflict with NJSFWC events.

Share Your Message

- Subscribe and submit club project information and photographs to **GFWC CLUBWOMAN Magazine** at www.GFWC.org.
- Subscribe to **e-Connection**. e-Connection is NJSFWC broadcast email list to get the latest information to our members. Submit all members' emails to this list. Form can be found under MATERIALS on the NJSFWC website.
- Subscribe to GFWC's **News & Notes** at gfwc.org website. News & Notes is a weekly internet news bulletin full of useful and new information from GFWC.

Review the 2018-2020 GFWC Communications and Public Relations Advancement Guide, available on the GFWC website, for ideas on creating an informative and engaging website

NJSFWC WEBSITE CONTEST RULES

**REQUIREMENTS FOR WEBSITE - This is a statewide competition
FIRST, SECOND, AND THIRD PLACE AWARDS WILL BE GIVEN.**

WEBSITE Rules for Submission and Judging

- a. **Club name, NJSFWC of GFWC** must appear on home page.

- b. **District, Club President, and contact information** must appear in a clearly defined site menu choice. (ex: About Us)
- c. Website may continue to be updated after the competition deadline date

Certificates will not be issued at the District level. This is a statewide competition with certificates presented at Convention. Three awards will be given.

WEBSITE: judging based on the following criteria

- Presentation
- Ease in navigating through the site/page
- Federation Information
- Useful and Pertinent Information for Club Members

- **Each item is judged on its own merit.**
- **Scoring will not be provided.**
- **Comments will be provided by the judges for each entry.**

Submit your intention of entering the competition by emailing the NJSFWC Webmaster _____ between February 1st and 28th. Website will be reviewed between **March 1st and March 15th**. Failure to adhere to rules will result in disqualification.

- In the 'Subject line' of the email, reference '**NJSFWC club website competition**'
- In the body of the email, **include your club name, contact person and the 'link' to the website.**

GFWC COMMUNICATIONS CONTESTS

WEBSITE CONTEST

Award

A \$50 award will be given at the GFWC Convention to the winning website entry of one club in the nation for outstanding website implementation and maintenance.

Contest Rules

- Only one website entry per club may be submitted.
- Website Homepage must contain a link to **www.GFWC.org**
- Website must include contact information for at least one member, defined as e-mail address, telephone number, and/or mailing address.
- Website may continue to be updated after the contest deadline date.
- Submissions must be made to **PR@GFWC.org**
- Subject line of the submission e-mail must read **Website Contest Entry.**
- The submission email must be received by 11:59 p.m. EDT on March 15 in the year in which website entries will be judged.
- Submission e-mails must include:
 1. Club/State Federation name
 2. Website address
 3. President's name & contact information
 4. Name and contact information of person submitting the entry
 5. Number of club/state federation members
 6. 250-word essay describing website's purpose and the club's approach to website maintenance