

CATEGORY: Communications
NUMBER: C-7
SUBJECT: Website Requests

As a member service, KDA maintains a website at www.dietetics.com/kda/index.asp . The Website Coordinator is responsible for managing requests for the website with assistance from the Executive Director and the webmaster.

All requests need to be submitted using the Website request Form available on the website on the KDA Forms page. This form is a fill-in form with enables data entry in text fields only. Requests may include such items as corrections, updates, promotions of KDA activities, news alerts and new website additions.

All requests are sent to the Website Coordinator via an email message with the completed Website Request Form as an attachment. The email should also include as attachments all accompanying documents, graphic files etc. listed on the request form. Detailed instructions for completion are included on the form.

Requests for advertising will not be accepted via the Website Request Form. If you wish to submit an advertisement, please refer to the Operations Manual for a guide and obtain the appropriate form on the KDA Forms page on the website. Advertising requests are sent to the Executive Director.

ORIGINAL DATE: 1/09
DATE TO BE REVIEWED: 1/10
LAST DATE REVIEWED: