

LCEPTA.org Posting Instructions

To post information on the LCE PTA website follow these tips:

- Copy webmaster@lcepta.org on your Lion Times or Thursday folder submissions since much of the same information is needed for homepage posts.
- Include any *images* formatted as *.jpg* or *.png*; other picture formats are incompatible.
- *Documents* need to be *.pdf* or *.doc* files. Documents cannot be linked if they are actually picture files (.jpg).
- If you would like the information to be posted in a specific location, please provide a link if the page already exists.
- Please do not include your personal email address. Instead use your LCEPTA forwarder given to chairs. If you do not have one, contact communications@lcepta.org.

To add an event registration to LCEPTA.org email the following to webmaster@lcepta.org:

- 1) General description including date, time and location of event
- 2) Registration open date and time
- 3) Registration close deadline and time
- 4) Registration limit, if applicable (max. number of participants)
- 5) Applicable grades

To sell an item or registration for an activity on LCEPTA.org email a general description of the event and the following to webmaster@lcepta.org:

- 1) General description of each item
- 2) Cost of each item
- 3) Maximum number of items/open spots available
- 4) Photo of item as .jpg or .png, if applicable
- 5) Open date and time for sale/registration
- 6) Close date and time for sale/registration
- 7) Any other details you would like the customer to know