Communications Convenors Newsletter

March 2018

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RWTO/OERO

Ask yourself these questions?

- Is the Executive list on the **Home or About Tab** up to date?
- Does the **Gallery Tab** have photos of past and recent outings or Luncheons?
- Are upcoming Events posted under the **Events Tab**?
- Does the **Membership Tab** information for members to sign up? Is there insurance information with a contact name and phone number or email address?
- Is the most recent **Newsletter** posted?
- Have you posted the Cora Bailey Awards and any other Awards under the **Awards Tab**?
- Have you sent information to be posted under the **In Memoriam Tab?**

WHEN SENDING UPDATES FOR YOUR BRANCH VIA EMAIL:

- ✓Put the name of your Branch in the Subject Area of your email
- ✓DON'T forget to attach your photos
- ✓Send your information to be posted to the following email:

rwtocyberlady@gmail.com

The Website for Communications Convenors which will make it easier for you to send updates:

Try it out. Click on the link below.

https://rwtocc.weebly.com/

Convention 2018 Workshop

What would you like to learn?

- How to resize photos
- How to attach photos to emails
- What can I post under the specific Tabs on our webpage?
- General knowledge of software such as Microsoft Word or Powerpoint
- Easy way to make a slideshow using Animoto
- Using Dropbox to share photos or documents

Do you have any suggestions??????

Submit **Your Suggestions**

Via email with your updates at **rwtocyberlady@gmail.com**

or on the Communications Convenors website under the Newsletter Tab in the Convention 2018 Workshop Suggestion box.