

Instructions for Submitting a Website Page Change Request:

Email Changes Requests to: ncshrm@gmail.com

- Subject line of the email - "**Website Change**"
- In body of email **Name of Page** and **date change to be made**
- Attach a word file using the below template to include the following information:
 - Name of page
 - Link to the page
 - Paste new content for **entire page** (unless it's just a change to your contact information for the directory)

TIPS for Changes

- Any attachments to be posted can be in Word (.doc) or .pdf format and images must be in .jpg.
- Be sure to list contact names by position and I will link it to the directory. This way we won't have to change multiple pages every time someone's email changes or when people change positions. Ex: If you would like access to use Empliant for your chapter, please contact our [Empliant Administrator](#) <link goes to directory page, not to Amy's email>.
- Font used is Verdana – 10 pt (11 pt for sub titles)
- If you want a link on your page indicate the page/document you want it to link to by underlining the words for the link in blue and listing the name of the page/document in < > .
Ex: If you would like access to use Empliant for your chapter, please contact our [Empliant Administrator](#) <link to: directory page >.

Template for submitting Website Changes:

Name of Page

Link: http://ncshrm.org/_____ (insert url to page)

Page content

Date

Example:

Leadership Opportunities

Link: <http://nc.shrm.org/webmodules/webarticlesnet/templates/?a=22&z=2>

Interested in taking on a leadership role on the North Carolina State Council or with your local chapter? The first step for getting involved is to let someone know you are interested in a specific area. For example, if you have an interest in working on Workforce Readiness initiatives, we suggest you contact the current [Workforce Readiness Advocate](#) <link to: directory> to learn about the required duties and/or to offer your assistance. If you are not sure your specific area of interest, it would be a good idea to speak to the State Council Director or the Associate Director. There are numerous leadership opportunities available on the state and local level, so if you are interested, let us know. Volunteering is a great way to make a difference, network and have fun!

For contact information please visit the [State Council Directory](#) <link to: directory> and the [NC Chapter Directory](#) <link to: find a local chapter> pages within this web site.

1/1/08