

WEBSITE GGC NS MONITORING & UPDATING PROCESS
Nova Scotia - www.girlguides.ns.ca

The NS GGC Provincial website is maintained and updated in partnership between the Provincial Office Staff and the Provincial Level volunteers.

- The Customer Service Representative (CSR) is responsible to maintain the site.
- The Provincial Public Relations Adviser is responsible to monitor the site:
 - Periodically reminds Provincial Level Volunteers to refresh information on specific Advisory responsibilities.
 - Periodically reviews the site to ensure “links” are current and alerts Provincial Office Customer Service Representative (CSR) of issues and concerns.
 - Advises the Provincial Office Customer Service Representative (CSR) to remove out dated information as discovered.
- The Provincial Advisers, Teams and Task Group Leads are responsible for content on their respective pages.

Change to Existing pages:

The Provincial Website will be updated for requested changes or updates for new information within 5 days of receiving final version of request.

There are several options for adding content and advertising opportunities for members and parents:

1. Main Header Picture Box:
 - a. A Brand Standard photo can be added with a link to the event / activity page. Please note this section needs to be created by the National Office and then is sent to the Provincial office to load, therefore additional time is required.
2. News and Articles:
 - a. New activities, events or items of interest are posted here. A general link can be added to take the reader to a specific PDF or page if applicable.
 - b. The PDF / page information must be provided in a word document. The Office will convert to PDF, if needed, prior to loading on the site.
3. Upcoming Events:
 - a. Events / Activities that have a specific date are listed here. It is preferable to have the supporting documents on the site so the event can be linked to it, however not necessary.
 - b. NS Calendar depicts a monthly calendar of all dates of interest to Guiders.

Provincial Volunteer / Provincial Office Staff
<ul style="list-style-type: none"> • Develops wording for revision of site pages • Develops / revises existing supporting documentation if needed <ul style="list-style-type: none"> ○ Applications, event information forms, etc • Forwards to CSR for posting

Customer Service Representative (CSR)	Office Manager
<ul style="list-style-type: none"> • Reviews request with Office Manager 	
	<ul style="list-style-type: none"> • Reviews request and wording from CSR or Provincial Office staff. • Office Manager clarifies issues or concerns with Provincial Volunteers if needed. • Revises wording for revision of site pages if needed to align with Design & Layout Guidelines as stated in the NS Website Guidelines Document. • Appraises Provincial Commissioner as needed. • Forwards final version to CSR for web posting
<ul style="list-style-type: none"> • Posts information to the provincial Website. 	