



## ELECTRONIC COMMUNICATION

### \*Chapter Website Updates

Kara Peterson, GSCPA Community Relations Coordinator, is the contact for all changes and updates to the chapter web pages. All files and changes must be submitted with a **three day advance notice**. Documents to be updated should be in the following formats: Word document \*.doc; Adobe Acrobat \*.pdf; Text Document \*.txt.

The main pages for all of the Georgia Society of CPAs chapters are currently standardized to include the following information:

- Map of the chapter area
- List of counties in chapter area
- Chapter officers with contact information
- Chapter contact information
- Brief summary of when the chapter usually meets
- Meeting schedule
- Online registration for chapter meetings and/or events
- List of new members

All of the above information is ***not required*** on individual chapter websites. Additional information can be included on the “Additional Chapter Information” page. Note: the format of the chapter pages is subject to change this year.

Chapters’ home pages can have a link to an “Additional Chapter Information” page if necessary. This page can contain any information that is not listed above. Some topics that can be incorporated on this page, include:

- Meeting outlines
- Directors and committee chairs with contact information
- Favorite links
- Special activity or event information

All web site updates should be sent directly to [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org). Please ensure that all requests contain specific directions as to what information should be added or removed. **Requests will be completed and uploaded onto the web site within three business days after they have been received.** Chapter web site administrators are encouraged to check their site to ensure up-to-date and correct information. Information will be removed or updated **ONLY** when requested by the chapter web site administrator.

If you have any questions, please contact Kara Peterson at 404-504-2944 or [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org).

### **\*Chapter Email Notifications**

Kara Peterson, GSCPA Community Relations Coordinator, is the contact for all chapter email notifications to be sent out to members. Kara will send up to one reminder email per month for chapter meetings. Please submit emails to [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org). **Emails will be sent three to five business days after they have been received.**

All requests should contain specific information regarding the content of the email, attachments to the email, and a contact person for responses to the email. The information should be sent to the Society as a word document.

Email notifications will be sent to your chapter members only. If you would like it to go to other area chapters, please contact their chapter president to obtain permission.

If you have any questions, please contact Kara Peterson at 404-504-2944 or [kpeterson@gscpa.org](mailto:kpeterson@gscpa.org).

**\*If the website or email contact person will be out of the office for an extended period of time, you will be notified of the procedure in order to have your updates made or emails sent in a timely fashion.**