

HOW TO POST INFORMATION ON THE KENTER WEBSITE

The kentercanyon.org website is a great communication tool for parents, teachers and staff, students and prospective parents. The website team is continually striving to make the website clear, communicative, and current. We do this in partnership with parent volunteers who provide information for the site.

Who is responsible for writing the web pages and Friday Flyers?

Parent volunteers are responsible for nearly every page on kentercanyon.com. These volunteers are listed under the “Get Involved” section on the site here:

<http://kentercanyon.org/involved-volunteer.html> and each volunteer falls under a PSG Representative.



For example, Synthia is in charge of “Parent Education” and she would provide Seminar information to Rich Carter, PSG Co-Vice President.

When preparing information for the web, consider where the information is posted (Calendar, Dr. Moren’s update, web page, Friday Flyer, and/or home page) and who will be reading the information (parents, prospective parents, teachers, staff, LAUSD, students, etc.)

The process in this document includes:

- HOW TO POST INFORMATION TO KENTERCANYON.ORG
- HOW TO POST A FRIDAY FLYER
- HOW TO MAKE A HOME PAGE REQUEST

These step-by-step instructions will ensure a consistent process that will greatly expedite posting important information on the Kenter Canyon Elementary School website.

Thank you for your continued volunteer service to make our school a better place for every student!

HOW TO POST INFORMATION TO KENTERCANYON.ORG

To get information posted on a webpage on the kentercanyon.org website follow these steps:

- 1. Webpage** – Attach a text-based document like Microsoft Word. Email is also an acceptable way to submit web page text especially if it's short.
 - Font – use Arial, point size 9
 - Alignment – leave everything left aligned (bullets are fine)
 - Spell Check – use Spell Check the document by clicking >Tools then >Spelling
 - Information – When preparing information for the web consider where the information is posted and who will be reading the information.
 - What needs to be communicated?
 - Why is it important?
 - When does the event occur?
 - How?
 - Where does the event take place?
 - Was the final document reviewed with the appropriate Board member?
- 2. Attachments** – a box can be added to the webpage for important documents on the right-hand side of the page. When requesting an attachment please submit this in a PDF format and ask for it to be placed in the “Attachment Box”.



Category – Kenter Kids → points to the 'kenter kids' menu item.

Sub-category – Student of the Month → points to the 'Student of the Month' menu item.

Attachment Box – Repower America → points to the 'Repower America' article box.

The screenshot shows the website header with the school name and address. Below is a 'SOCIAL RESPONSIBILITY' section with an article titled 'FAMILY FESTIVAL GREEN BOOTH'. To the right of the article is a sidebar with links for 'Water Conservation', 'Repower America', 'Useful Environmental Websites', and 'Questions, contact: Deborah Tofilm@aol.com'. The navigation menu on the left includes 'home', 'about kenter', 'calendar', 'news', and 'kenter kids' (with sub-items like 'Kenter Classes', 'Performances', 'Emergency Supplies', 'Student Council', 'Student of the Month', 'Clubs', 'Public Library Links', 'Student Resources & Links', 'Social Responsibility', 'After School Enrichment', 'STAR', 'Youth Services', and 'School Song').

- 3. Event Wrap-up** – If the event is over and another event or information does not need to be posted consider communicating a summary or the results. For example, thanking parents, families, teachers, staff etc. for donations to the Food Bank Campaign under the Social Responsibility section. Mention how much was donated and how it benefited the students to be part of the event.
- 4. Email** – Submit requests via email to Lara at laraellen@yahoo.com
 - Include a clear email subject line like “Kenter Website – Career Day”



HOW TO POST A FRIDAY FLYER

The majority of Kenter Canyon families get the latest school information from the Friday Flyer section on the website. Just click >Friday Folder, then >News. This saves our school hundreds of sheets of paper and a lot of money so it's good for our budget and the environment.

To get information posted on a webpage on the kentercanyon.org website follow these steps:

1. Write the Flyer:

- a. When writing the flyer, include all the important information below and use the bullets as a checklist:
 - What needs to be communicated?
 - Why is it important?
 - When does the event occur?
 - How?
 - Where does the event take place?
 - Spell Check document by clicking >Tools then >Spelling
- b. Naming the file – Save the file name with the event name, for example, PSG_meeting.PDF for a PSG Meeting
- c. Review the flyer(s) – review the flyers with the appropriate Board member for their input

1. Submit the Flyer for Approval

- a. Flyers must be received by **NOON ON WEDNESDAYS**.
- b. Dr. Moren will approve the flyers or provide feedback for changes.
- c. Approved flyers will be posted on Fridays.
 - We will NOT post late flyers. Please plan ahead and get your flyers in ON TIME!
 - Only approved flyers will be posted on the website. These flyers will have Dr. Terry Moren's signature.

2. Email the Approved Flyer

- a. A digital copy of the flyer is preferred over a paper copy.
- b. Submit the final flyer in **PDF format**.
 - If you need help with the PDF format, email Eunjoo Cho at koalala@hitel.net
 - Microsoft Word Documents are also accepted but take more time when compiling several flyers.
- c. Once the flyer is approved, Dr. Moren will email a copy to Eunjoo Cho koalala@hitel.net and cc. or copy Lara at laraellen@yahoo.com
- d. Flyers will be posted on or before Saturday

3. Multiple Flyers

- a. When planning your event, think through how many flyers are required to request volunteers to work the event, increase awareness of the event, and drive event attendance.
- b. If you have a series of flyers, save the document name accordingly, for example, FF_volunteers.PDF for Family Festival Volunteers.
- c. If, for some reason, a change was made to the flyer and it replaces a previously emailed flyer, rename the new version FF_volunteers_rev.PDF
- d. Timing – for a series of flyers, work with Dr. Moren to coordinate timing. Some larger events require more time while other smaller events do not need to be advertised until closer to the event date.



HOW TO MAKE A HOME PAGE REQUEST

The home page is the first page that appears after browsing to kentercanyon.org. Many volunteers request for information to be posted on this page and we are not always able to accommodate everyone's request simply because it's best to keep this page current and clean.

For requests, email a very concise sentence or phrase and the link to the Kenter webpage.

An image can also draw attention to an event. Be sure to submit images in:

- Jpg format
- Width 70 pixels, Height 70 pixels

Email laraellen@yahoo.com with any questions on images and requests for the home page.