# Puesta del Sol PTA Website Change Request

***All change requests must be submitted by Monday at 9pm in order to appear by the following Monday (at the latest). All updates are subject to PTA approval.***

**If this is a WEB-ONLY request and does not require PTA approval (see approval guidelines on the website), please complete this form and email it to** **webcontent@puestadelsolpta.org****. If your request includes information for an online packet such as volunteer signups, event registration, or a purchasing packet, please email it to** **webmanager@puestadelsolpta.org****. Please CC your VP for approval as needed.**

**Please send your requests for El Sol, Facebook, and special email communications to those respective teams.**

\_\_\_\_\_ This is a WEB-ONLY request. **OR**  \_\_\_\_\_ This is part of a marketing request (with El Sol, Facebook, or Email).

\_\_\_\_\_ Create home page article – If Yes, then what is the priority? \_\_ Critical / \_\_ High / \_\_ Medium / \_\_ Low

\_\_\_\_\_ Create new web page \_\_\_\_\_ Create new web calendar event

\_\_\_\_\_ Modify existing web page \_\_\_\_\_ Modify existing web calendar event

\_\_\_\_\_ Wait until the El Sol is published. OR \_\_\_\_\_ Make this change as soon as possible. OR

\_\_\_\_\_ Wait until this date to make this change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
*(Changes will be made as close to this date as possible, and not before.)*

\_\_\_\_\_ Take content down after this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(For home page articles, the content will expire on this date. For custom pages, we will need replacement content.)*

**Web Page Changes:** If the change requires multiple steps or affects multiple pages, please describe everything that is needed. You do not need a separate form for each page as long as the changes are related. An example is Walkathon where there may be links and details on multiple pages. (Using specific website addresses is helpful.)

**Calendar Changes:** Calendar events should include the event name, date, start time, end time, location, and brief details of the event: e.g. Health Fair, March 10, 5:30-7:00 p.m., gymnasium, “Join the fun as we learn about health, play games, enjoy healthy snacks, and win prizes!”

**Page Location(s)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Either write the web address of the page to be edited or describe where the page is (or will be) located.***

**Description of Change:
*(Please include as much information as needed in the space below.)***

**Text As You Would Like It To Appear:
*(Please include as much text as needed. Feel free to continue onto next page. We will do our best to maintain formatting.****)*