



## CAMBERWELL HOCKEY CLUB (CHC)

### WEB-SITE UPDATE REQUESTS

The Camberwell Hockey Club website is a brochure presentation which contains three distinct types of content:

- **Main Pages**, which are linked through the site's navigation hierarchy.
- **Dedicated Pages**, which are secondary pages generally pertaining to a specific topic or event and are available via links or memorable URLs rather than the navigation hierarchy.
- **Forms**, which capture user entered information in areas such as registration, surveys or event tickets.

In order to request additions and updates to the website please refer to the following procedure based on the content type.

#### *MAIN PAGES*

Please send an email to the [Comms Working Group](#) detailing the requested changes and additions with body text, images and other required resources.

#### *DEDICATED PAGES*

Please send an email to [Hamish](#) or [Steve](#) copying the [Comms Working Group](#) detailing the requested page requirement body text, images and other required resources. For Section based pages please ensure you have the approval of the committee. Dedicated pages can be added and modified more quickly than the Main pages and are generally the best choice for on-going Club activities.

#### *FORMS*

Please send an email to [Steve](#) copying the [Comms Working Group](#) detailing your requested form requirements. If a previous version of a form exists you'd like to update please refer to the form and note any changes.

To discuss your Form requirements please don't hesitate to contact Steve to discuss on 0414 514 954.

On completion of your requested page you will be provided a draft link to view and approve the page prior to it being published on the site.