

## Website Posting Information

### Directions:

1. Submit your document in 97-2003 compatible Word format for approval to Leslie Pellegrino, PTA president, ([mpellegrino8@comcast.net](mailto:mpellegrino8@comcast.net)). Include in your request specific instructions about **where** on the PTA webpages you would like your document posted and the **duration** of the posting.
2. Once approved by Leslie, she will forward the request to Mr. McGowan, school principal, for his approval.
3. Mr. McGowan will forward approved documents to Catherine Overbeck, website coordinator, for final posting on the PTA pages of the OLG School website.
4. Please allow 1 week lead time for all submissions.

### Reminders:

- o Catherine only has access to the PTA pages of the website. She cannot post on the School pages.
- o No requests should be sent directly to Catherine. ALL submissions require the approval of Leslie and Mr. McGowan and must go through them.
- o Be as specific as possible when asking for webpage placement. We want everyone to be satisfied and limit the amount of guess work.