

Hawai'i Association for College Admission Counseling

TECHNOLOGY SERVICES POLICY

As approved by the Executive Board, July 30, 2011

ARTICLE I. PURPOSE

1. To facilitate the expedient processing of requests to the Technology Committee and ensure accurate dissemination of information.

ARTICLE II. SUBMISSION OF INFORMATION

1. Whenever possible, the submission of information to be posted on the website should be submitted through the website itself.
 - a. E-List submissions should be made directly through the e-mail addresses listed on the E-List page of the website
 - b. Events to be listed in the Calendar should be submitted through the link on the calendar page
 - c. Page content should be emailed directly to the webmaster as attachments – Microsoft Word format for text, JPEG format for pictures.
2. If submitted information does not appear on the website within the applicable timeline in Article IV, the submitter should contact the Technology Chair directly.
3. Submissions are to be made by association members, as defined by HACAC bylaws, who have access to the association website.
 - a. Non-members should not contact the webmaster to submit information.
 - b. The webmaster, should he or she be a member of the organization, may post information relevant to the membership as would any other member.
4. Should the webmaster have a question about appropriateness or relevance of submitted information, he or she will confer with the association President who will make a decision as to whether submission will be posted.

ARTICLE III. CORRECTIONS

1. It is the responsibility of the submitter to verify and proofread all submissions.
2. Whenever noted, the webmaster may correct typos or grammar in submissions if the submitted format allows access.
3. E-list and Calendar submissions cannot be accessed for editing and therefore must be resubmitted.
4. Corrections to page content should be emailed directly to the webmaster as attachments – Microsoft Word format for text, JPEG format for pictures.

ARTICLE IV. TIMELINES

1. Submitted information should be published on the website in a timely manner. As a guide, the following timelines apply:
 - a. Calendar submissions – two business days
 - b. E-List notices – two business days
 - c. Page content – two business days per letter-sized page equivalent

- d. Corrections – two business days per viewable site page
 - e. Form creation – 10 business days
 - f. Form correction – 5 business days
 - g. Create new website page – 10 business days
 - h. Updating committee membership – two business days
2. If a submission does not easily fall into one of the stated categories, the webmaster will notify the submitter as to how long publishing may take.

ARTICLE V. EXCEPTIONS

1. There are two exceptions to these guidelines.
 - a. Information on the website and online actions pertaining to Membership
 - b. Information on the website and actions pertaining to Payment/Billing
2. The Technology Committee and webmaster will work with the Membership Committee and the association Treasurer as it pertains to Membership and Payment/Billing issues.
 - a. The first contact for issues of membership and payment/billing is the Chair of the Membership Committee and the Treasurer, respectively.