

PHS Athletics Website & Communications Procedures

paschalboosterclub@gmail.com

**The Athletic Booster Communication (ABC)
will be distributed once a week, on Mondays**

1. Submit information for the website and/or eblast to paschalboosterclub@gmail.com by Friday at 7:00 p.m. If your individual sport communication goes out before Monday, I will do my best to incorporate appropriate content in the Monday ABC.
2. If you need an ABC sent out and it cannot wait until Monday, please title your e-mail URGENT and copy jenniferhove65@hotmail.com and gjackson@gregjacksonlaw.com.
3. Compose your own message. Include the dates you would like the information included in the eblast if it is not obvious. The goal is to be able to cut and paste your message into the eblast and onto the website.
4. If you want to include images or flyers, send them in jpg, gif, or png format only. PDF format is not acceptable.
5. Forms must be uploaded to the PHS website. A clickable link to your form can be added to the eblast, but the form itself cannot be added to the eblast.

Questions? Contact Jennifer Hove at paschalboosterclub@gmail.com