

Dear Kenter Volunteers,

Thank you for taking the time to help make your school a better place for our children! We want to take a bit of your time to explain how to get information posted on Kenter's website. In case you have never been to our site, here is the address: **KenterCanyon.org** please visit the site, so you can see what an effective tool it is for communicating, between the school and the parent associations, to the Kenter Community.

Many families will choose the option of receiving their Friday Folders on-line (see FRIDAY FOLDER in the NEWS section of the website) instead of having their children bring home paper flyers. This is a great way to help Kenter reduce paper waste, and this is where we need your help! In order for us to post your flyers and information to the site for families to review over that weekend we have some important requirements. **Please read the instructions below and then let us know via email if you don't understand how to get your info posted.**

• Flyers or posts must be received by noon on THURSDAY, prior to the Friday that you intend to send them home. Changes/Additions cannot be made after that time. We will not post late flyers. Make sure to proof read the information before it gets distributed to the school. We do not proof read for you.

• All information for the website must be approved by Dr. Moren before we can post it. If you have volunteers on your committee who will be creating fliers or sending news updates please make sure they are also aware of the procedures.

• We prefer flyers to be sent to us digitally, and that "posts" such as Calendar updates or information for the home page are also emailed in WORD, not in the body of an email.

• Please create a PDF of your FLYER and then email it to us after Dr. Moren's approval. Creating a PDF is very easy if your document has been created in WORD. (let us know if you need help learning how to create a PDF). Scanned flyers and WORD documents emailed to us are also ok. Finally, if there is no other way, a hard copy of the flyer must be in the WEBSITE BOX in the Kenter office by THURSDAY, 8:30a.m. or contact us to make other arrangements.

Thank you for your help! By taking the time to read this, we can all make sure that the information you want communicated gets on the website.

Please always feel free to contact us with questions or concerns,

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