

Guidelines for posting documents on Rotary Web Sites 07/12/2006 – Mike Neal – District Webmaster

The following will give you information about preparing documents for posting on the District 5190 web site and on Club web sites.

1. **Protect Personal Information:** First, and foremost, we have taken great care to protect the personal information of District Rotarians from ID Theft and Spam computers by requiring a login to see such information. If you put that information in a document, flyer, meeting agenda, or any other kind of document, that information can be read by web page scanning programs created by identity thieves and spammers. This includes word or PDF documents. Do not put email addresses, or address and telephone contact information within documents. Instead, put this line in your document: **“Note: Detailed contact information is available if you login as a guest or a member.”**
2. **Document Identification:** All documents should have a footer note that identifies the document and release version. This is important so that you can ascertain which version of a specific document someone is referring to and to assure that the correct version is posted on a web site. In the footer, put something like “Rev 1 – 07122006”. It also helps to name the document in a similar fashion. For example, “Document Posting Guidelines_07122006.PDF”
3. **Information about underage children:** Rotarians have an obligation to protect the identities of underage children and in fact, there are legal requirements to do so. It is advisable, although not required, to use only first names of children and to give no other personal identifying information, particularly when posting photographs.