

SUBJECT: CLASS POSTING PROCEDURES TO VSBA WEBSITE

Moving forward, please adhere to the following steps when submitting class details:

Virginia Teaching Consortium Curriculum Users:

- Classes using the Virginia Teaching Consortium Curriculum will be automatically posted on the VSBA website, as we receive a comprehensive listing from them.

Non-Virginia Teaching Consortium Curriculum Users:

- Ensure that your club's website is up-to-date with current class information.
- Provide us with a current link to your website for the classes you wish to be posted on the VSBA website.

Submission Guidelines:

- For non-consortium curriculum users, timely updates are crucial. We require the current link to your website at least 30 days before the scheduled class.
- Submissions received within the 30-day window may not be linked or posted on the VSBA website.

Changes in Posting Policy:

- Effective immediately, we will no longer post class flyers on the VSBA website.
- We will only post links to classes not submitted by the Virginia Teaching Consortium Curriculum.
- Posting to local club Facebook pages will not be done.

Website Updates:

- It is imperative that your club's website is regularly updated to ensure visibility on the VSBA website.
- Clubs without a website are requested to include a contact email for the current president on their Facebook pages.

We appreciate your cooperation in adhering to these guidelines. This streamlined procedure ensures fairness to all clubs seeking to have their classes posted. It is essential, especially considering that some local clubs have not updated their websites since 2013 or lack a website altogether.

Should you have any questions or concerns, please do not hesitate to reach out. We value your commitment to maintaining accurate and current information for the benefit of all VSBA members and visitors.

Thank you for your attention and cooperation