

# Club Instructions for Maintaining a “Club Page” on the SoleraOVG.com Website

In order to maintain a page on the SoleraOVG.com website you will need to:

1. Create a permanent Microsoft Word Document with all the information (text and images) that you want on your page. (Suggested name example: SippersPage.doc)
2. When you want to update your page on the website, you will make those updates on your “doc” file and then save that document in a PDF format with the same standardized name (e.g.: SippersPage.pdf).
3. Attach that document to an email and send it to [websupport@keystonepacific.com](mailto:websupport@keystonepacific.com)

*(An alternative to a PDF document is a simple website that you (or your webmaster) can change whenever you like. The advantage of this approach is that nothing has to be sent to the admin in order to update the page. When changes are made to your website, they will automatically show up on the SoleraOVG.com website. You are in total control.)*

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In order to initiate your page, you will also have to send a logo (approx. 1” by 1”) that represents your club/group to [websupport@keystonepacific.com](mailto:websupport@keystonepacific.com). This “logo” will show on the club page and act as a link to your page. An example of a logo is shown below:



If you have an application for membership, you can also send that information in a PDF format and there will be a link to that application below your logo.