

Instructions for Submitting a Work Order for the FA Website

*****SEE NEW PROCESS HERE*****

The WSI Office Committee established the following procedure for work orders requesting updates or additions be made to the FA website (January 2017).

Who can send a work order?

WSB as a group, WSI committee chair, intergroup office committee chair, or chapter office committee chair. If someone other than the above creates the work order the work order must still be submitted by the committee chairs of the WSB, intergroup or chapter.

All work orders from intergroups and chapters must be submitted by the intergroup or chapter office committee chair after approval by the intergroup board or chapter board.

Where to send the Google Doc Work Order Request Form

All work order requests should be shared with workorder@foodaddicts.org using **EDITOR** access. **If you have any questions about how to process this work order request, please contact web@foodaddicts.org.**

What to include in the work order

1. Rename the [Website Work Order Request Form](#): "Website Work Order Request:" with a brief description, such as: *Website Work Order Request: WSBC Announcement on Homepage*
2. Please share the work order (the description of tasks to be done) through Google Drive with workorder@foodaddicts.org using **EDITOR** access.
3. If there is more than one task associated with the work order, each task or portion of the work order should be **numbered**.
4. Any documents/files that relate to the work order should be clearly identified as to their nature and purpose and should be through Google Drive with workorder@foodaddicts.org using **EDITOR** access.)
5. The contents of the work order should be proofed and ready to copy and paste. **The exact wording as you want it to appear on the website must be shared through Google Drive with workorder@foodaddicts.org using **EDITOR** access.**
6. All hyperlinks to be added to the website should be tested and included in the work order.
7. All content to be added to the website should include the **display name** as it is to appear on the website.
8. All work orders for website content that is in a language other than English should include both English and the other language in the work order.
9. The contact person's first name and phone number should be included in the work order.
10. Please include the date you would like the work order to be completed, and please submit the work order **at least five days before** the preferred completion date.

Instructions for Submitting a Work Order for the FA Website

11. The office director will confirm receipt of your request by phone or email and will email you when your request is completed.