

Policy for Submitting Items for Emails through our Website Blog

Our website has a subscriber list. Emails can be sent to this subscriber list; and then become part of the blog which is visible on the homepage of our website. The blog is also searchable.

What Can Be Submitted?

If you are a paid member of MTNA, you can submit the following:

- Anything pertaining to the activities of our District
- Job Openings relating to our profession
- Pianos For Sale by individuals - no retail or commercial organizations
- Concerts & Recitals of Members Only

Workshops and other events that are sponsored by non-members may be submitted as long as they relate to music. The web master has the final decision as to whether they will be published.

General Information

- 1) The information for the body of the email must be written by you and submitted exactly the way you want it to read. It is not the responsibility of the web master to compose, or write, the information. The text can be sent via email, or as a .doc or .doc(x) file.
- 2) If you want to include a flyer or form it must be sent as a .pdf file.
- 3) If you want to include a photo it must be sent as a .jpg file.

Deadline/Timeframe

Please remember that the web master is a volunteer, and budgets time within their own life and teaching schedule to maintain the website. You also need to understand that the email service we use has a fixed time for when they send our emails. The web master has no control over this. Therefore, it is impossible to put even a two-day "RUSH" on an email.

For dated events (such as concerts) and events that have a deadline, the information must be received by the web master a minimum of two weeks prior to the concert or deadline.

For all other events and activities, you should submit the information at least five days prior to when you want it released.

Who Do I Send It To?

Administrator@ceomta.org

Approved by the CEOMTA Executive Board
September 12, 2016