

www.minety.net

An opportunity to publicise your organisation online

Where do I send information?

Email admin@minety.net

What can I send?

Format: Formats we can work with: Microsoft Word, Excel, OpenDoc. For images use .jpg or .png if possible; for videos ideally upload to YouTube and send us the link to the video. pdf files can be uploaded as documents.

Content:

- Description of your organisation, including contact details, logo, etc.
- Latest news
- Events for the diary, or a link to your shared Google calendar
- Images i.e recent events, photos of members/venues, pictures for the gallery, etc. please note – if possible, scale these to either:
 - 2048 x 360 px for the main slide show (top bar)
 - Maximum width/height 1048px for other photos
- Videos
- Meeting minutes
- Leaflets, flyers, etc.
- Links to social media and websites
- Contact us details if you want to receive email enquiries or phone calls
- Any other information you would like to include on your page

Please note: when you send us photos, videos or documents for the "photos and files" section, please make clear what folder or gallery you would like these to go in. For photos, this could be for example "our trip to Brighton"; for documents you may want to split these by year or subject – for example "minutes of meetings 2016"

How do I send it?

- By email to admin@minety.net
- If you have a large number of images, or documents, you may want to share files through e.g. "dropbox" - in this case please send us the link to access the files on line.

Who do I contact with questions?

Call Angie at Whitehill on 01793 677899 or email admin@minety.net