



ACSA Region XIX Web Site

www.rcoe.us/regionxix

How to Submit Information for the Web Site

All requests require approval.

All information will be reviewed by the Region XIX Executive Board Designee before being published to the Web site. All requests from Charters must be received from the Charter President.

All information must be submitted electronically.

Content may be submitted in the body of an email, in a Word file or in a text file. It is preferred that graphics and photos be submitted as jpeg files, but every attempt will be made to accommodate other file types as well.

Please submit all requests to Kathy Beglau (kbeglau@rcoe.us).

After reviewing the request for any technical issues, she will forward the information to the appropriate approver(s).

Requestor will be notified.

When the content has received approval, it will be posted to the ACSA Region XIX Web site and the requestor will be notified.