

CAA Website Submission Guidelines for Managers/Coaches/Parents

(revised 3/06)

Here's a brief set of guidelines for our CAA website so we can make the most & best use of it ...

1. ABOVE ALL... please keep in mind that we don't have unlimited space on our website! So far we are paying nothing for this website courtesy of USAChoice. Too big of a website will likely change that, though we may have to someday. I constantly remove stuff we don't need/use.

2. Picture submits: I prefer these to be in digital format (i.e., .jpg format) and please set your digital cameras to either low resolution 640X480 or either "Basic" (file size about 150 kb) or "Normal" (file size about 300 kb). I **can't** accept any high resolution pictures much beyond 300 kb in size and there's no advantage to these anyway for our purposes. If you don't understand this concept that "more megapixels isn't necessarily better", please ask me to explain it to you. My suggestion is that if you take a roll of film to be developed or take your digital memory card to Giant Eagle, Walmart, K-mart, a drug store, etc., that you: (1) get a photo CD made of it as well for \$2 to \$3 more, (2) scan the photos yourself, or (3) give them to someone who has time to scan them for you (in the proper resolution that yields no more than approx. 300 kb files), or just give me the memory card (I can read any of them) and have a spare to use in the meantime until I get it back to you. Important: please crop the picture (or I will do it for you) to: (1) both focus on the subject(s) and (2) cut down on file size. **Above all, please demonstrate courtesy by not flooding my e-mail with a bunch of attached photos -- a limit of 3 photos approx. 150kb in size (already cropped) is certainly acceptable though.** Please also provide an excerpt for each picture.

3. Appropriateness... please keep in mind that anyone in the world can view our website, and it must be "kiddie appropriate". Please avoid people's phone numbers or addresses as I won't put them on our website unless I password the document. Each division for both softball & baseball has its own webpage for pictures, articles, interviews, etc. We need to keep this website safe for all involved.

4. Box Scores, Schedules, Articles, Interviews, Documents of any kind... please submit these as: (1) a document for me to scan, or (2) a document in just about any normal word-processing or desktop publishing format as long as I'm told what program created it -- most will likely be .doc format from Word or Wordpad. Plain text in a regular e-mail is just fine if that's all you have. If you have a document for me to place on your webpage (e.g., a schedule), I'll be using Adobe Acrobat to make it into a compressed .pdf document that everyone uses nowadays, can be printed/read by just about any modern computer, is easily e-mailable, and retains all original formatting & embedded graphics. **Above all, please don't give me a handwritten piece of paper that I'll have to type out -- my personal time constraints & schedules don't allow for that.**

5. Allow for proper turnaround time!! Please don't submit things and expect me to get them published onto the website overnight -- that might or might not happen. I'll try to entertain individual requests, but no promises! I'll get everyone's requests done as soon as I can get to them depending on my schedule.

6. Any other questions or concerns... please e-mail me or call me at 432-4547 (home) or 673-3022 (cell) for clarifications.

Best wishes & thanks for your patience & cooperation...**Jeff Edelman**, CAA Website Administrator