



WEBSITE SUPPORT FORM

TIME STAMP

Please complete a separate form for each project.

Ministry :	Daytime Phone (ext) :
Ministry Leader :	Pastor or Director (Signature.):
Ministry Email :	Dir. of Marketing (Signature) :
Admin :	
Admin Email :	

EVENT INFORMATION

PROJECT DESCRIPTION

Date Needed :	Event Location :
Name of Event :	City, State, Zip :
Date of Event :	Event Time :

WEBSITE SUPPORT

Website Registration Page

Is this for the above event? Is event in EventsU?

Registration Begins: _____ Ends: _____

Registration will ask for Name, Address, Phone, E-mail.
What additional information will you need?

Website Addition / Correction

Ministry page : _____

Change or Addition : _____

SUBMISSION INSTRUCTIONS

Please utilize this form for all website revisions including revisions to your ministry page and all on-line registrations. Please submit all Website Updates to Renae McMillan and all On-line Registrations to Aretha Adams.

ON-LINE REGISTRATION:

Please allow 1 week for standard on-line registrations (i.e. Name, Address & Email only) and 2 weeks for more detailed applications and surveys.

WEBSITE UPDATES/PAGES:

Please allow 1 week for standard on-line registrations (i.e. simple text revisions or uploading 1-2 documents) and 2-4 weeks for new pages and more complex projects. The timeline begins when all information is ready including videos, on-line registration links, etc. Include all instructions and send an email with the soft copy of all documents or pictures that you would like uploaded to the website to rmcmillan@concorddallas.org. We do not monitor the ministry pages. Therefore, please check your page periodically and ensure that all information is up-to-date and accurate. Note: New pages are limited and available temporarily for major events only.