



Above: Default view of the full “Resources for schools” page on VA.gov with all accordions collapsed

1 Latest announcements from VA

For proper display, announcement titles should be capped at **120 characters**.

DO create announcements about news items of interest to SCOs.

DON’T include events such as conferences and webinars. Those will appear in the “Upcoming events” section of the page.

DON’T include the publication date in the title. It’s pulled from a different file.

Announcements automatically expire 30 days after their publication date unless a different expiration date is specified in the announcements.json file.

Example announcement: **11/4/2019 — Veterans Affairs (VA) California State Approving Agency (SAA) Open House, November 7 at 10:00 am PST**

3 Upcoming events

Event names should be **158 characters or less**.

DO include events such as conferences, trainings, and webinars that SCOs and school administrators can attend.

DON’T include event dates and locations in the event name. They’re a separate element in the events.json file.

Events expire and are removed from the “Resources for schools” page one day after the event ends.

Example event: **Association of Veterans Education Certifying Officials' (AVECO) > July 13 - 16, 2020 — Renaissance Hotel Downtown Cleveland**

5 Resources to support students

To ensure proper display, link titles should be **152 characters or less**.

This section includes links that SCOs and school administrators can use to support their military-connected students.

Links may be resources offered by VA or they could be resources offered by third-party organizations or nonprofits that are VA-endorsed.

If the list of links in this section grows to 8 or more, the look and feel of this section can be updated to match the other sections, such as the “Training and guides”.

Example resource link: **GI Bill Comparison Tool**

2 Training and guides

Recommend character counts don’t exceed:

Link titles: **148 characters** | Bullet lists: **154 characters** | Accordion names: **144 characters**

DO follow VA.gov content guidelines for new accordion names and use a parallel style and structure as existing accordion names.

DO carefully consider any additions to the “Essentials for SCOs” accordion. This area is meant to contain the most helpful resources for SCOs.

DON’T exceed 10 links beneath each accordion. If there are more, consider adding additional sub-headings.

Example accordion & link: **Essentials for SCOs**
School Certifying Official Handbook >

4 Policies and procedures

Recommended character counts don’t exceed:

Link titles: **148 characters** | Bullet lists: **154 characters** | Accordion names: **144 characters**

DO follow VA.gov content guidelines for new accordion names and use a parallel style and structure as existing accordion names.

DON’T exceed 10 links beneath each accordion. If there are more, consider adding additional sub-headings.

Example bullet list: **Forever GI Bill:**

- Forever GI Bill—Harry W. Colmery Veterans Educational Assistance Act**
- Edith Nourse Rogers STEM Scholarship**
- Veteran Employment Through Technology Education Courses (VET TEC)**