



Santa Barbara Newcomers Club

Website Policy

Definitions

- The term *publish* means the placement of the event or article on the website, visible to all. It can act as a Save-the-Date function or provide complete event details. All details are visible to members and some details are visible to the general public.
- The term *post* means a comment or article written by a member that may be linked to or from the SBNC website. Examples are Group/Committee discussions on social media properties such as Facebook. Postings are visible to the public except when made in a private group.
- The term *register* means a commitment of a member to attend and pay for (if applicable) an event.

Roles

- The *VP of Publicity and Marketing* is authorized to approve content for the SBNC website and content for public pages and to publish that content to the web site.
- The *Event Administrator* is the person authorized to create, edit and publish events, manage registrations, export registration information (e.g., for nametags), and perform administrative tasks to support the successful execution of the events. Please note only photos that have been taken by a member or those for which we have been given explicit permission from the photographer may be used in event postings.
- The *VP of Technology* is authorized to administer the SBNC website, ensure the website functions properly, and delete any content or links that don't comply with Club policies.

Events

- It is a Club best practice that events be published at least 30 to 45 days in advance. With limited exceptions, registration will open at 12:01 a.m. on a Tuesday approximately 30 days before the event. The Chair(s) will determine on which Tuesday registration actually opens.



- Large events [+40 attendees] and those that require advance ticket purchases or special arrangements may be published up to 90 days in advance and open registration 60 days in advance.
- A member can register himself or herself for one or more events.
- Chair(s)/Event Administrators can register non-paying attendees for each applicable event. Non-paying attendees are limited to: President and spouse/partner; VP Activities and spouse/partner; event host(ess) and spouse/partner; and, where the event is in a private home, up to two guests of the event host(ess). Any such guests will be registered by the Chair(s)/Event Administrator.
- Waitlists are optional for events at the discretion of the Chair(s). If desired, the Chair(s)/Event Administrators can create a waitlist that displays only when the paid registration reaches its capacity. Wait-listed Members do not pay until they have been notified that there is an opening.

Finances/PayPal

- Members reserve and pay for all events online. Reservations are non-refundable but transferrable. See "Member Policies" in the Club's Policies and Procedures for additional information and requirements. Payments at the door are against our policy; Chair(s)/Event Administrators will assist members with questions or problems in registering for their events.
- In some cases, no-cost events may also be registered via the website in order to provide an accurate headcount.
- Manual refunds will be issued only when an event is cancelled by the Club.

Communications

- Each member is encouraged to add a photo of herself or himself into his/her member's profile. Any objectionable images can be reported to the webmaster for potential removal.
- Chair(s) will author text for their events and submit event information to the VP of Member Communications for inclusion in eNews, the weekly newsletter of SBNC.



- The VP of Member Communications and VP of Activities may approve/designate certain events to be shown as *Featured Events*. *Featured Events* will be highlighted as such on the web site.
- The VP of Publicity and Marketing is responsible for the overall content on public pages.
- Only members authorized by the Board may publish official Club documents.

Social Media Groups/Discussions

- The use of SBNC social media groups/discussions is permitted by members. Please refer to the SBNC Social Media Policy and Committee Chair Guidelines for more information. Each member is expected to use common sense, courtesy and respect when posting comments. Our policy of non-solicitation of members (e.g., business ads, request for contributions, etc.) will be strictly enforced on the website, event listings, and SBNC social media properties.
- Objectionable comments will be reported to webmaster@sbnewcomers.org for possible action. Violators may be subject to disciplinary actions including one or more of the following: 1:1 communication, removal of offending comment, blocking of ability to post comments, removal of the user from the site and termination of the violator's membership in the Club.
- Individual activities or outside events of interest to Club members may be posted on appropriate private forums or discussion groups, such as a SBNC Facebook Private Group page, subject to Club policies regarding soliciting business from other members and other terms and conditions of the Bylaws and Club Policies and Procedures.