

MWCA POLICY FOR POSTING ON OUR WEBSITE CLASSIFIED AND EVENTS PAGES

In order to provide website visitors with the most complete information about events and classifieds post on our website these guidelines were developed. Each type of posting has specific requirements as outlined below:

EVENTS All submitted events must have the following:

- Class Name
- *For More Information Contact:* with a minimum name and phone. Email is optional
- Location – minimum a town
- We will post links for agenda and/or registration documents. They must be submitted to the MWCA in Word format. MWCA may combine documents into a single download document.
- We will not post general advertising posters.
- We will not post general statements about the training.
- We will not post/embed any pictures on the events calendar.
- Events page will be updated no less than once a week.
- All submissions will be acknowledged to the submitter, and it is their responsibility to ensure that the data is correct.
- If MWCA receives second-hand an event notice that appears to be of interest to anyone attempting to manage weed, they may at their discretion post that event.

JOBS All submitted jobs must have:

- Job Title/Name
- Closing date
- *Agency*
- *For More Information Contact* with a minimum name and phone. Email is optional
- Will post links to job service info, county HR pages, and/or job description/announcements. It is preferred that we do the job service info or HR page as if changes occur in the job this will reflect accurate up-to-date info.
- If MWCA receives second hand an job notice that appears to be of interest to anyone attempting to manage weed, they may at their discretion post that event.

EQUIPMENT All submitted equipment must have:

- The requestor must be a current member of MWCA
- Equipment description
- Asking price
- *For More Information Contact* with a minimum name and phone. Email is optional
- If a link for pictures is provided we will make that link.
- We asks that the submitter notify it when the item has sold.
- MWCA may remove any equipment posting more than 90 days old.
- MWCA may with the approval of the Executive Director decline to post equipment.

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4. All submitted Grant Opportunities must have

- Grant Title
- Closing date
- Sponsor
- A link to apply for the grant.
- MWCA may post grants that we hear about that may be of interest to weed managers that were not directly submitted to be posted.

REQUEST FOR BIDS All submitted Request for bids must have

- Description
- Closing date
- Agency
- A link to apply for the grant or a word document that explains in detail how to apply and a contact.
- MWCA may post grants that we hear about that may be of interest to weed managers that were not directly submitted to be posted.