

Posting Events on the NVI Website

Northern Virginia Intergroup (NVI)

If there are questions about this process, please address them to:
website@nvintergroup.org

Inputs to the NVI "What's Happening" page are encouraged.

- On the NVI website under "What's Happening"
[\[http://www.nvintergroup.org/events.htm\]](http://www.nvintergroup.org/events.htm)
the following instructions appear:

"[NOTE: Events may be posted to this website by submitting a flyer consistent with [NVI guidelines](#) to the [NVI Website Coordinator](#). The flyer should be in MS Word, PDF, or PowerPoint format.]"
- Please put name of event (flyer) in your subject line; and it would be helpful if only one event (flyer) were included in an email (to preclude missing and/or confusing events).
- Please address all website correspondence to [Website Coordinator](#). Do NOT copy NVI Office Manager on your email, since email addressed to website@nvintergroup.org also goes to the NVI Office Manager (but not vice versa).
- **Please check your posting** at the following URL:
<http://www.nvintergroup.org/events.htm>
- If the event has been recently posted, please refresh your browser. In the case of Chrome and some other browsers, clear your cache. Otherwise you may not see a recently-posted event.
- Any flyer that is posted is forwarded to Newsletter, Secretary, Literature, and Office Manager by the [Website Coordinator](#).
-- Please DO NOT forward to these recipients yourself because the flyer may need to be changed.
- Your flyer will be in the next newsletter
IF POSTED BEFORE THE FIRST DAY OF THE MONTH.