



Website Update/Change Request

The VCA website will be updated as needed with new content. All update requests must be submitted with complete information requested below.

Category:

(Page/Title/Section) _____

Photos: (Submit in High Resolution or original format. Must be under 15 MBPS. If necessary, photos can be WeTransferred to vcawebsiteditor@gmail.com for groups under 2 Gig.

Photo Asset ID: (Please list the photo with its title)

Text: (Please submit with separate Word document full and complete text.)

Text ID: (Please list title of Text submission) _____

PDFs, JPEGs, PNGs, and all other art files should be labeled. Video files can be MPEG or .MOV or QT. This Word document is unlocked and can be download and information can be input to this form, saved and emailed.

Website updates or questions should be submitted to: vcawebsiteditor@gmail.com