

Webblast Request Guidelines

A weblast is a communication sent through SDCCS's email subscription service. A weblast can be used to inform the SDCCS community about an event. Please provide the following information to ensure your weblast is as complete as possible.

Event:

A brief description of the event. It is best to address the full details of an event via a full page flyer or pdf that can be downloaded or printed by the recipient.

Date: Date of event.

Note: Weblast can be sent for an event 1 month, 2 weeks, and on the week of the event. To ensure that weblast remain an effective communication tool, we ask that request are limited to 3 weblast maximum per event.

Time: Please indicate the events time, along with any other time sensitive information.

Additional information:

This will usually be an attached pdf or word document with the events complete details.

Contact Person(s): Usually an email address or phone number is given for interested persons who require additional information.

Weblast Category: You target audience.

Note: Please select the category that your event best fits under. A broad range of categories have been provided, and everyone has signed up for categories that they would like to receive weblast for. By keeping events within the appropriate categories, you reach your desired audience, and maximize the efficiency of the email subscription service.

Contribute
Extended Day Program
Parent Newsletters
Parent Staff Association Meeting Agendas
Parent Staff Association Meeting Minutes
Principal Update
SDCCS Happenings
School Board Meeting Agendas
School Board Meeting Minutes
School Board Notes Newsletter
Schoolwide Notification
Student Events
Volunteer Opportunity

How to contact you in case of questions with creating the Webblast:

Please provide a phone number and email that you can be contacted at.

Email your request to: weblast@sdccs.org

Thank You for your cooperation.