



## GUIDELINES AND DIRECTIONS FOR SUBMISSIONS TO

[www.edmundriceschools.org](http://www.edmundriceschools.org)

WEBSITE OF THE EDMUND RICE SCHOOL NETWORK / CONSORTIUM

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Edmund Rice Network Schools may submit items for the website. Please include contact information. Submit items to Sister Grace D'Amico at [gda@cbinstitute.org](mailto:gda@cbinstitute.org). Submit technical issues and problems to the webmaster at [elpidahalris@outlook.com](mailto:elpidahalris@outlook.com). Please do not just put our Webmaster or Sister Grace on a school email list / press release list.

**Deadline for weekly updates: Tuesday at noon**  
Ordinarily, updates will be posted by Thursday mornings.

Please be sure that copyrights and school policies regarding the publishing of pictures are observed.

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### HOMEPAGE

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#### NETWORK NEWS:

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**Send short articles about participation in the Edmund Rice School Network (consortium):**

- Collaboration – e.g. with another Edmund Rice school in your city
- Collaboration of faculty, campus ministers, administrators, etc. with their counterparts in another network school.
- A faculty member's account of attending a Called and Gifted Retreat
- A report from your committee, e.g., the Brand / Marketing Committee, Program Committee, etc.
- Job postings – include school logo and contact information.

#### SCHOOLS IN THE ERS NETWORK:

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**Submit changes** to your school's icon and / or one sentence description to the Webmaster.

#### HOMEPAGE PICTURES

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**Pictures illustrating the Essential Elements of a Christian Brother Education** will be updated periodically to represent as many different schools as possible.

**Please submit pictures for the following categories:**

- Witness to Catholic Identity
- Foster Faith Community
- Develop the Whole Person
- Value the Individual
- Seek Justice and Serve Others
- Pursue Excellence
- Collaborate and Share Responsibility

**Size requirement: Minimum 700 X 350 or 9 X 4 inches**

**Format: jpeg**

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## **MEMBER FORUMS**

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**To participate in an established member forum**, send your request and email address to Sister Grace D’Amico at [gda@cbinstitute.org](mailto:gda@cbinstitute.org). She will forward your request to the webmaster, who will send you your user name and password.

**If you have forgotten your user name or password**, contact Sister Grace.

**If you want to establish a forum for your group**, contact Sister Grace.

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## **TECHNICAL ISSUES & QUESTIONS**

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Please contact the webmaster at [elpidahalaris@outlook.com](mailto:elpidahalaris@outlook.com).

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## **SUGGESTIONS FOR ADDITIONS AND IMPROVEMENTS**

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Contact Sister Grace D’Amico, SSND, Associate Director of the Office of Educational Services. Contact information is located on the “Contact Us” page.

***Please keep these guidelines handy and distribute them as needed.  
Thank you for your cooperation and assistance!***