**Standards for Submissions to the PSS Web Site**

**Rationale**

The Website Committee has designed the following standards of submission to meet two needs.

1. To speed the process of posting information from committees and officers with a minimal amount of back and forth.
2. To comply with University at Buffalo standards for making online data accessible to all users and providing reasonable accommodations. (You can review UB’s accessibility guidelines for online material [here](http://ubcms.buffalo.edu/help/stewardship/accessibility.html).)

**Timeline**

The submission of all materials to the Website Committee should be completed one week before posting is required. There may be additional delays if the submission standards outlined in this document are not met or if material must be referred to the Marketing and Communications Committee.

The Website Committee will make every reasonable effort to post the material in a timely fashion.

**Required File Types for Submitted PSS Minutes**

Accessible PDF or Word Document

**Standard Requirements for Submitted PowerPoint Slides**

* File type must be Accessible PDF or PowerPoint format
* Be sure to include Alternate Text with all images
* Do not use color as the only means of conveying a piece of information i.e. use shapes, icons, or systems to aid in differentiating information for accessibility purposes

**Requirements for Event Announcements**

1. Header Image
   1. From UB image repository
   2. From UB SmugMug
   3. Created by a member of the committee and permission granted for use in writing (email counts)
   4. Created by someone else and permission granted for use in writing (email counts)
2. Caption and Alternate Text for Header Image
3. Text of the Announcement
4. Dates
   1. For the event
   2. All dates related to registration (start and end)
5. All UBFoundation payment link information (if required for registration)
6. All Form Fields and pre-set values (if any are required for registration)
7. Any flyers in Accessible PDF format or in a Word Document that can be converted to Accessible PDF format

Document Accessibility is the responsibility of the person or group submitting the material to the Web Committee. Committees may submit material to the Marketing and Communications Committee if assistance is required. Please contact Lindsay Allen to have material sent to the M&C Committee.