

A.F.& A.M. of Canada in the Province of Ontario  
Ottawa 2 District

Guidelines for posting and notification of  
**Posters, Circulars, and Promotions**  
using the District Web Site and e-mail notification

As any Mason who uses e-mail has access to the Ottawa District 2 web site, and can thereby view, print or download any documents or files posted thereon. With the effective use of this facility, we can keep e-mail messages short with an embedded link to the web site if the recipient desires to view the supporting material.

Here's how it works:

Send a copy of the document or poster, along with some "listing text" to the web manager. For example, this document <guidelines for notices.pdf> would be an attachment to your e-mail to the web manager, and the text would state something like,

"Please post the attached file to the Ottawa District 2 web site under the following listing text  
'Guidelines for submitting documents to be posted on the District Web Site'."

The document will be posted with the next update of the web site and confirmation of the posting will be sent to the originator by e-mail.

It's best to design the listing text so that it is self-contained and does not need any further explanation. If it is necessary to bring the posting to the attention of select members of the District, then a brief broadcast e-mail could be distributed, such as,

Subject: reduce e-mail clutter by utilizing the District web site to post documents

"The District 2 web site manager recommends that documents be posted to the web site rather than circulate broadcast e-mail messages. For details, go to:  
[www.district2.ottawamasons.ca/resources/guidelines+for+notices.pdf](http://www.district2.ottawamasons.ca/resources/guidelines+for+notices.pdf)"

Questions, comments, or assistance, contact [W. Bro. Gordon D. Hutchison](#), 613-729-6111