

How to Request a New Website

To create a new ERG website, follow these steps:

1. Submit Your Request

- Email Alexandra Owens in Inclusive Excellence at acowens@csus.edu with the subject line: *Request for New ERG Website*.

2. Provide the Following Information:

- **ERG Name**
- **ERG Abbreviation**
- **ERG Description:** Briefly describe your group and its mission.
- **Joining Information:** How can individuals join your ERG?
- **Links, Resources, and Documents:** Include any relevant files, links, or resources you'd like on your webpage.
- **Header Image (Optional):** Attach an image if you have one for your webpage banner. You can find images in [Sac State's Flickr Albums](#) or supply one of your own. Keep in mind that not all images will fit or be of sufficient quality. IE will work with you to add images as needed.
- **Contact Email:** Indicate the ERG's contact email (this can be a generic CSUS email or an individual's email). **If your ERG needs a generic email address, please mention it in your request.**
- **Meet Us Page (Optional):** If you want a "Meet Us" page, send a roster of your members, including their titles, emails, and headshots (if available).
- **Web Content Manager:** Specify if you want to assign a Web Content Manager from your ERG or prefer Inclusive Excellence to manage the website. You can learn more about the requirements of WCM's [here](#).

3. Timeline:

Inclusive Excellence will work with IRT to create your blank website. IE will then fill in your site with the information you provided. Please allow at least **2 weeks** for the process.

How to Request Edits to an Existing Website

1. If Your ERG Has a Web Content Manager

- Work directly with your Web Content Manager to update your website.

- **To Become a Web Content Manager:** Email Alexandra Owens at acowens@csus.edu for assistance.

2. If Your ERG Does Not Have a Web Content Manager

- Email Alexandra Owens at acowens@csus.edu with the subject line: *ERG Website Edit Request*.
- **Provide the Following Information:**
 - **Webpage URL:** Specify the page(s) requiring edits.
 - **Detailed Edits:** Clearly describe the changes you'd like to make.
 - **New Content:** Attach any updated language, links, files, or images to be added.

3. Timeline

- Minor edits: Allow **3-5 business days**.
- Creating new linked webpages: Allow up to **2 weeks**.

For further assistance or questions, feel free to reach out to Alexandra Owens in Inclusive Excellence at acowens@csus.edu. We're here to support your ERG's visibility and engagement!