

Group Directory Text

(Last Reviewed 11th Nov 2023)

Please click [video demo](#) for a demonstration of viewing/making changes to your directory entry

Background

Each summer, the trustees post out a printed group directory to all the members, including information on the groups expected to operate in the coming year. An electronic version of this is available from the website and is updated monthly through the year.

Historically, the webmanager asked the leader to send in any updates for their group entry for the directory. This screen will replace that need and allows any leader/contact for the group to update the text for their entry at any time. The webmanager will send a reminder, but the groups themselves will be responsible for updating the text. The groups should also reconfirm other aspects of the entry - please see elsewhere for discussion on leader/contacts and time/venue type information. The timetable/deadlines for the printed directory will be communicated to the leaders.

How long can/should the directory entry be?

As of 2023 for printing/cost purposes the trustees have chosen to limit the group directory to 40 pages. The size of each individual group entry will impact this. Essentially, the more groups/text we need to include, the smaller will be the font...

In practice, we ask leaders to have no more than 500 characters of plain text for their entry. This should be sufficient to inform a reader about the group. For fuller (and possibly more up to date) information, they should be using the group entry on the web page. The 500 characters is not an enforced limit - use your judgement. Once all leaders have reviewed/refreshed their entries, the trustees will review the overall look/size of the directory. If the directory feels too big, we may ask leaders to adjust their entries.

Edit the Group Directory Text

Clicking the [Edit Group Directory Text](#) button will take you to a screen where you can review/update your text. Remember this is text only - there is deliberately no capacity to add images, links etc. This text is aimed at a short entry in the printed directory.

View the Group Directory Extract

Clicking the [View Directory Entry Extract](#) button will generate a sample PDF of just your entry. This will include the 'header' (name, day, time, venue) and 'footer' (leader details) information. The font sizes may vary when we produce the final directory, but this will give you a sense of the entry.

Please see elsewhere for discussion on leader/contacts and time/venue type information. Again, in terms of the overall size of the directory, please choose a single leader/contact to be included.