

Website Posting Guidelines

Chestnut Artist Member Announcement Guidelines

• **Announcements:** Members post their own announcements on the Chestnut Group website thru the Submit Announcements feature: (<https://chestnutgroup.org/submit-announcement/>) The announcements will be reviewed for approval and posted or, a reply back to the submitter will be initiated as needed. When submitting an announcement, wait for the pink sky page *thank you* screen to appear and confirm your submission before closing the window. Our website is image heavy and it moves accordingly, slow, and if you close out before seeing that screen, it will not be saved.

The following list will help you determine if your post meets the requirements for announcements.

- Paint-outs
- Fundraiser details, such as specifications for submitting paintings, deadlines, etc.
- Individual member achievements
- Art shows in which the host specifically invites Chestnuts to submit art (for example, Martin Master's show.) DO NOT post calls for art shows that do not specifically invite Chestnuts.
- Individual member-taught workshops are limited to two posts per year, however, only post one time per workshop (Please do not repost to ask for more people to join.) If you would like to post more than 2x, consider becoming a sponsor, link to description by clicking here: <https://chestnutgroup.org/wp-content/uploads/2020/01/Sponsorships-The-Chestnut-Group-for-Website-2020.pdf>
- Other Chestnut-only events, such as new member get-togethers, the Chestnut birthday party, art swaps, etc.
- Calls for volunteers
- Individual member art shows are also limited to two posts per year.
- Chestnut-organized workshops

If you have more than one image for an announcement, after submitting the first one in the [announcement feature](#) to the website, email additional images with the listing name to Wendy Ervin wendy@ervinclan.net. Limit image quantities, please. Size is limited to 2mb per, JPGs only, and will not load up if larger.

- [Workshops](#) submitted thru the announcements feature may also be submitted to the Submit Event / Workshop feature to be displayed on the Workshops Page. The link for posting workshops is <https://chestnutgroup.org/submit-event-workshop/>. Links are available when you are logged into the site. Artist members are allowed to post 2 workshops that they are teaching/hosting, per year. *Workshops posts do not automatically go out as an Announcement.* If you want your Workshop to email to membership, it must also be posted as an Announcement. <https://chestnutgroup.org/submit-announcement/>

For additional number of postings permitted across both the announcements feature and the workshops feature, consider becoming a sponsor. <https://chestnutgroup.org/wp-content/uploads/2020/01/Sponsorships-The-Chestnut-Group-for-Website-2020.pdf>

- [Announcements](#) go out in an email digest after approval and are also archived on the announcements webpage.

[Workshop/events](#) post to the Workshops page after approval and remain there until the events have passed.

- Consider consolidating multiple announcement messages into one, or, separate announcements by a two-week period.

At a Glance Guide for Posting Workshop and Event Announcements

Artists Members may use the website announcements feature to:

- Announce themselves or another Chestnut member exhibiting in a juried show.
- Acknowledge an award.
- Acknowledge acceptance into a show.
- Offer other members an opportunity to participate in juried exhibitions.

Social Media

- [The Chestnut Group Facebook Group Page](#) may be utilized by all members at the twice per year for Artist Members rate for advertising workshops. Other types of announcements are unlimited.

The [Instagram](#) page and the [Friends of the Chestnut Group Facebook](#) page will be limited for use by the Chestnut Group Marketing Team to promote the group as a whole. Hashtags by members on their own posts may be picked up by the marketing team.

Using #chestnutgroup, or, hashtags specific to a partner show/event as directed by show chairs, are encouraged.