1. Please send all website email requests/questions/queries to webteam@rann.club. This goes to all five of us, and we will take it from there. Please allow 48 hours for changes to be made (in most cases, it won't take this long, but you never know). We would greatly appreciate receiving attachments in Word, Excel, or you can add photos and text to your email body. A pdf file is okay if you don't have any other format.   Photos should be jpg or png format.

2. Chairs, please look at the calendar before planning an event to see if there are any conflicts with your date.

3. If you are in charge of, or attending an event, please take a photo and email it afterward to webteam@rann.club so that we can add it to our image gallery.

4. If you are taking sign ups for an event, ie In My Kitchen, include in your request whether or not you will accept payments via mailed check, Venmo, or Paypal. We can include this info on the "flyer", as well as a form for the enrollee to sign up with. (Of course, if you don't have a personal Venmo or Paypal, then good old fashioned checks in the mail will work!)

5. As soon as an event, such as a wine tasting, is added to the website, the webteam in charge of the calendar and the Upcoming Events will also post it, linking it to the appropriate web page.

6. Please email us at webteam@rann.club and let us know as soon as your event is full. We can put this information on the website, and add "Wait List only" on the site.