

LINCOLN HILLS RV GROUP

WEBSITE GUIDELINES

Website Guidelines:

The Lincoln Hills RV Group maintains a public facing website at **lhrvg.com** for all club members to use and which is available to the general public as well. The only section restricted to club members is the Club Roster. This requires a password that is provided only to club members. At the bottom of the webpage, scroll down to the bottom to “Member Login” – this will take you to a page to insert the password and then the roster will display.

The website is maintained by the Webmaster, a member of the club that volunteers for this responsibility. The Webmaster typically is not a computer guru, so please do not request computer trouble shooting advice from the Webmaster. A website development consultant advises the Webmaster as needed to maintain the website at club expense.

Member Postings for Items for Sale, Sharing Information, Other Requests:

Club members can offer items for sale, and requests for or sharing information, by sending an email to the Webmaster for posting to all club members. The Webmaster will forward the email as a bcc to protect everyone's email contact information. Only the Webmaster is authorized to send email messages to all members as a means to protect email contact information. Please do not create your own email list from the roster and send out a message to all club members.

It is the club member's responsibility to prepare the message to be forwarded to club members. Attachments must be included with the message (if any). Documents must be in PDF format only; pictures must be in JPG format only.

It is the individual club members responsibility to ensure the message contains accurate and verified information; the Webmaster may request that the message be verified before sending it out. The message must be “clean” without prior emails included discussing what needs to be done for the message to go out.

Please allow up to two days for a message to be posted; if you need immediate assistance, send an Urgent message to alert the webmaster. Typically messages are posted within a day. The more fully complete a message is prepared, the easier it is for the Webmaster to send it out quickly (especially if the Webmaster is traveling).

Please do not ask the Webmaster to prepare a message for you; it is the individual club member's responsibility to prepare the message.

Wagon Masters:

Announcements for signing up to new rallies should be sent to all members to ensure everyone has an equal chance to sign up. Messages for rally sign ups should include information about the rally including deadlines, rally costs, when/how to sign up, cancellation policies, rally information, etc. The rally application, and any other written attachment, must be in PDF format and included with the message. Please do not attach Word/Pages/Excel/Numbers documents; depending on which platform individual members use (Microsoft or Apple) the individual member will not be able to open document formats not supported by their platform; hence PDF documents are essential. The message must be “clean” without prior emails included discussing what needs to be done for the message to go out. The rally application and message information should be sent to the Vice President for review before sending to the Webmaster for publication to all the club membership. Once you have established your rally participants, the wagon master should communicate directly with the participants without use of the Webmaster.

Member Gallery:

The website has a page for members to post pictures of themselves. This is encouraged so that members can become acquainted with each other, especially new members. When signing up for a rally, it is a useful tool to know who is also going and be able to recognize and greet fellow rally members.

To get a picture posted, please send a JPG image to the Webmaster. Be sure to identify how you want your name(s) displayed. Photos showing you with your rig, while camping, or other RV related activity are encouraged....anything that represents enjoying the RV life. During club meetings, the Club Historian can take a picture for you as well in the beautiful grounds surrounding our meeting location.

Website Suggestions:

If you have a suggestion or idea about adding items to the website, contact the Webmaster to discuss. The sections on Education and Resources are good tabs to use to share information that is helpful to other members.

Website Assistance:

If club members have website experience, or good computer skills, and would like to assist with maintenance of the website, contact the Webmaster to discuss how you can help.

2026 Webmaster: Robyn Kain (contact information is in the roster)

Created: February 2026