

Manchester Organists' Association

Website Noticeboard/Vacancy Submission Details

If you would like to submit a Notice for display on our website (and inclusion in our next newsletter) please e-mail the following to our Webmaster (contact details are on the Contacts page of our website).

1. A contact name and contact details.
2. The purpose/title of your notice
3. Relevant details (time, place, date, object for sale etc.)
4. Dates of the period it needs to be displayed for.

It is often a good idea to include an electronic version of your notice/advert so that visitors to our website can download it for printing off. If you have this please forward it to us as an attachment to the e-mail giving the above details.

Please note:

1. Attachments should not be bigger than 10Mb - we cannot upload any files larger than this to our website. This includes image files.
2. Avoid sending Microsoft Publisher files or documents requiring unusual software to open them. If we cannot open them, we cannot display them. Microsoft Word or PDF files are the preferred files.
3. We cannot guarantee that we will be able to display your notice/advert and we will not be responsible for incorrect information displayed if proven that the information was provided incorrectly.
4. This is a free service to members and friends (there is no charge and you do not need to be a member of the Association - although we would encourage you to become one!) and therefore it is at our discretion to display notices/adverts. Events are more likely to be displayed if they are relevant to our members and potential visitors to the website. They also need to be within easy reach of the area covered by the MOA.

For any other queries, please contact our Webmaster (details on the Contacts page of our website).