Hello California Rainbow!

I know you have all been waiting on instructions on how to send in your exciting flyers to the Communication Connection. Well, wait no more, because I'm here to save the day! Here are some instructions on how to send invitations to the Communication Connection:



- 1. From now on, please send all invitations to communication.connection@gocarainbow.org.
- 2. Your invitation must arrive via email to the <u>communication.connection@gocarainbow.org</u> mailbox no later than 11:59pm on the 10th day of every month. Invitations arriving after 11:59pm on the 10th of every month will go into next month's Communication Connection.
- 3. Invitation must be sent as a PDF document. Please do not send any other format. If you send the invitation in another format, it will be sent back to you for conversion. For most word processing programs, you should be able to, when saving your document, click "Save As", and you'll see a box saying "File Format". Click that, and it will bring the drop down, which later you will click PDF. As a tip, I would save it to your desktop.
- 4. Please make sure that if your invitation contains more than one page, that all pages are included in one PDF document attached to the email addressed to communication.connection@gocarainbow.org. There should not be more than one attachment to the email. Thank you.
- 5. To be included in the Communication Connection, the invitation must come from either a Mother Advisor's (or Grand Deputy's) email address. This is to ensure that the Mother Advisor/Grand Deputy has approved the invitation prior to it being sent to the Communication Connection.
- 6. Please include the Assembly (or District), event name and date in the subject line of the email (i.e. District 24, Official Visit, 9/25/16).
- 7. The Communication Connection will be emailed out on the 20th of each month, May through December. The official Assembly copy will be sent to the email address of the Mother Advisor for that assembly.
- 8. Individuals wanting to receive the official Communication Connection email may sign up at our website under Resources/Communication Connection.

For questions about the Communication Connection, please email us at communication.connection@gocarainbow.org.



All of my Colorful Dynamic Love, Melanie Gazazian Grand Recorder & Rep. to MD/WV Dynamic Deer 2017