WEB SITE EDITING

 Login: admin.pointlomahigh.com

Logon issued by Site Tech with a sport specific email address.

To Edit: Select Pages, Miscellaneous, then your Sport or Department (should be the only item in bold text)
A list of all the tabs associated with this page should now be visible. You can add additional and rearrange from this menu as well.

Add Links: Copy and Paste from your browser into the hyperlink tab.
Add Files: Use Browse Button Files posted can be Word Documents, but better to be PDF. To create PDF "Save As" in word processing and choose pdf or go to www.pdf24.org Use Browse Button to select word or excel file enter email address Hit Send Go to e-mail to get PDF file Upload pictures to Photo Album on your main Department Page using Browse Button.

Calendar items should be submitted to Principal's Secretary through your coach using the Facilities Request form found in the top black bar of the website. Items added from your Department Page will only be viewed on your department page when there are entries.

Offsite fundraisers (Chipotle and the like) can be submitted to the Booster Director at pointersboosterdir@gmail.com using the Event Request Form found in Booster Forms. Once approved by the Booster Director it will be forwarded to plhsnews@gmail.com for inclusion in the PLHS News Eblast.. Requests for info to go out in the PLHS News, or the News and Announcements of the Website should also be submitted to plhsnews@gmail.com. The more complete your blurb, the easier and therefore quicker the posting.

Requests for info to go out to the cluster through the cluster news should be submitted to plcluster@gmail.com. The cluster sent no eblasts in 2016-17 so you can forward to the cluster schools as appropriate.

Correia: jmcdade@sandi.net
Dana: eblast@danamiddle.com
Cabrillo: newsletter@cabrilloelementary.com
Loma Portal: lomaportal.school@gmail.com
Ocean Beach: billkurzeja@gmail.com
Silver Gate: silvergate.webmaster@gmail.com
Sunset View: sunsetviewcom@gmail.com

Grant: grantblast@gmail.com