

Updating the Active Elgin Website

Preamble:

Southwestern Public Health realizes that in order for a project such as the Active Elgin website to be effective the information must be current and up to date.

Policy:

It is the sport, recreation and leisure service providers' responsibility to ensure and maintain the accuracy of their organization's listing. Southwestern Public Health will support the organizations to ensure the data is up to date.

Procedure:

1. Organizations listed on the Active Elgin website will review their contact and activity information at least once a year by October 15th and as activities change throughout the year.
2. Organizations listed on the Active Elgin website will be notified by email or phone requesting they review and update their contact and activity information by October 15th.
3. At no time should anyone delete an entry from the Active Elgin inventory as we would like to have a historical reference of the programming available in the community. This will allow for evaluation to see if programs/services are increasing/decreasing over time.
4. If after one year an organization has not updated their information, they will become blocked and/or content will be unpublished and will no longer appear on the website.

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