Branch guidelines

The following guidelines are useful for representative members of IOP branches who submit content for IOP's website.

IOP branches have up to six pages:
- Landing/index page
- Committee page
- Contact page
- Branch calendar page
- Branch news page
- Members network page

Landing/index page

The landing page acts as an introductory page for the branch. It should usually feature a short introduction (around 200 words) about the branch and preferably an image related to the branch.

The landing page can also feature a noticeboard and a news column.

Committee page

The committee page features a list of all the members of your committee. For each member, their name, job title and employer can be listed. It is also possible to add a photograph of each member, and committees are encouraged to do so.

To update this list of members, please contact member services or raise a ticket through the ticketing system.

Please be aware that the information listed for each member is automatically synchronised with information from the membership database. Any updates needed to this information must be requested by the individual member. Please contact member services for help with this.

Contact page

In addition to the committee page, the contact page features the contact details for the branch chair, secretary and treasurer. As well as listing names, job titles and employer names, a contact address, telephone and e-mail address is also listed. Please note that we will not display private address/ telephone details or any details that you have specifically requested to remain private.

For changes to the list of officers, please contact the member services or raise a ticket through the ticketing system.

Branch calendar page

The calendar page features a calendar that advertises all events organised or co-sponsored by the branch, along with any related events that the branch committee wishes to highlight.

This information feeds in to the combined branches calendar as well as the main IOP calendar.

Branch news page

The newsletter page should contain news stories as submitted by the branch as well as an archive of stories going back two calendar years.

The two most recent new stories will feature on the branch's landing page in a dynamic news column so that visitors to your landing page will always see the most recent stories.

Please note that branches may also keep this information along with older archive information on their MyIOP pages. Branches can update their MyIOP pages directly; this will not happen automatically.

Members network page

This page will feature a direct link to the MyIOP network for the branch.

Branch committees can edit their own MyIOP pages. Please contact member services for your branch login details, or if you have any queries regarding individual login details or how to use MyIOP.