

## Making Change Requests for the Diocese Respect Life Office Website?

Requests for website changes may be made at any time by anyone by sending an email to [francis@diocesekcsj.org](mailto:francis@diocesekcsj.org) with the phrase “Proposed Website Changes” in the subject line of the email.

- Change requests that are **accepted** will be posted to the [Upcoming Website Changes](#) page along with the date/version the change is planned. This will allow users to plan for upcoming changes and will prevent multiple requests for the same change.
- Change requests that are **denied** will be communicated via email to the requestor within one week of the time of receipt and will include a reason for the decision. If multiple requests for the same denied change are received, a message will be posted to the [Upcoming Website Changes](#) page.

Requests for immediate changes will be accepted in the following scenarios:

- Typographical or grammatical errors if on a high-traffic page or if the error substantively changes the meaning of any content on the page.
- Incorrect information (Outdated information will be changed immediately if the content is time-sensitive or if the dated information may result in subsequent errors being made.)
- Broken links to internal web pages or external websites
- Any other requests deemed by the Diocese Respect Life Office to be valid