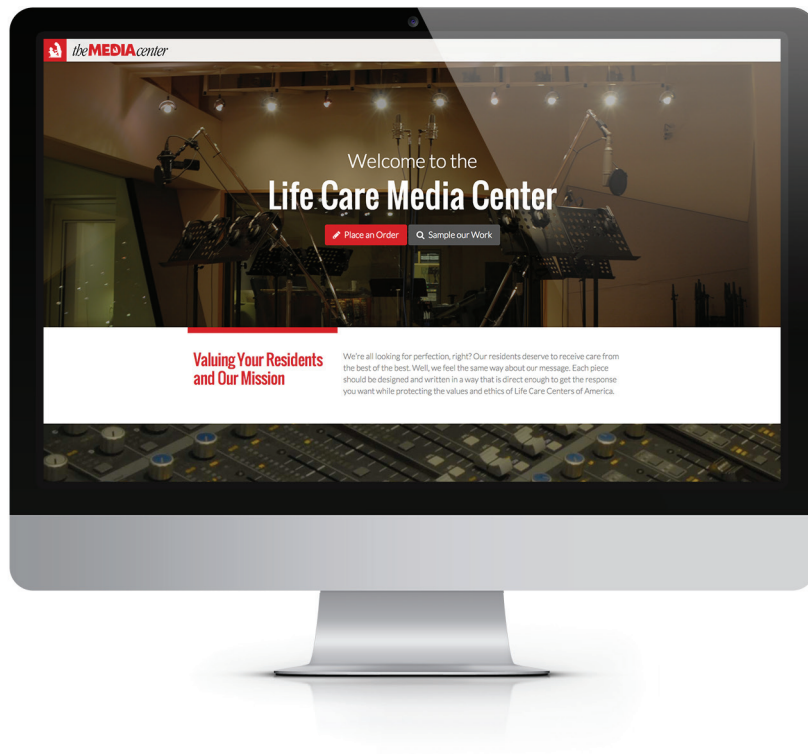# GUIDE TO UPDATING
YOUR WEBSITE

This a comprehensive guide detailing what options are available and the appropriate contact for each service.

Feel free to contact us regarding any questions you may have as you develop your facility's web presence.

GUIDE TO UPDATING YOUR WEBSITE

www.lifecaremediacenter.com

This is the official website
of the Life Care Media Center.

From this site you may make
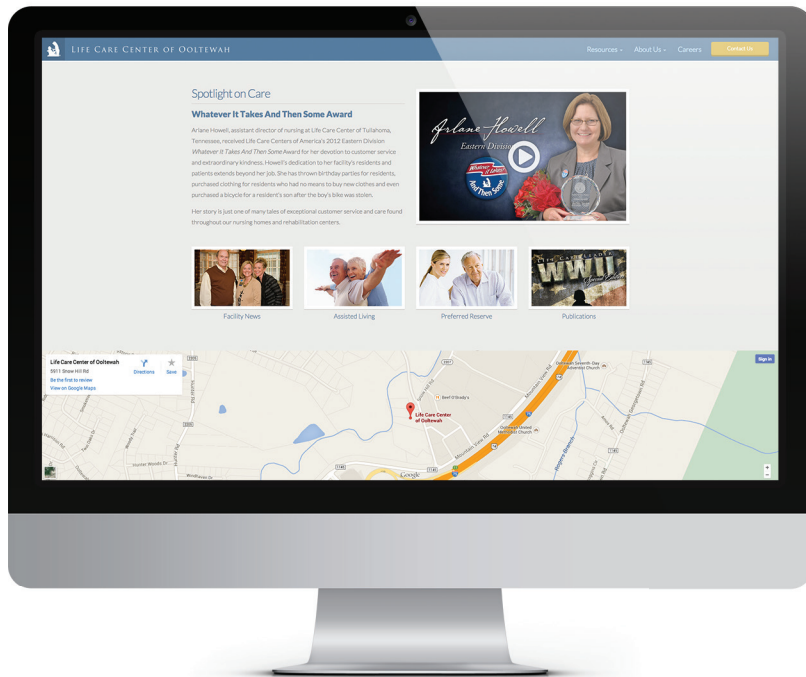inquiries about the following
website related elements:

- Content Changes
- Technical Errors
- Photography
- Virtual Tours

www.lifecaremediacenter.com

A series of web forms exist
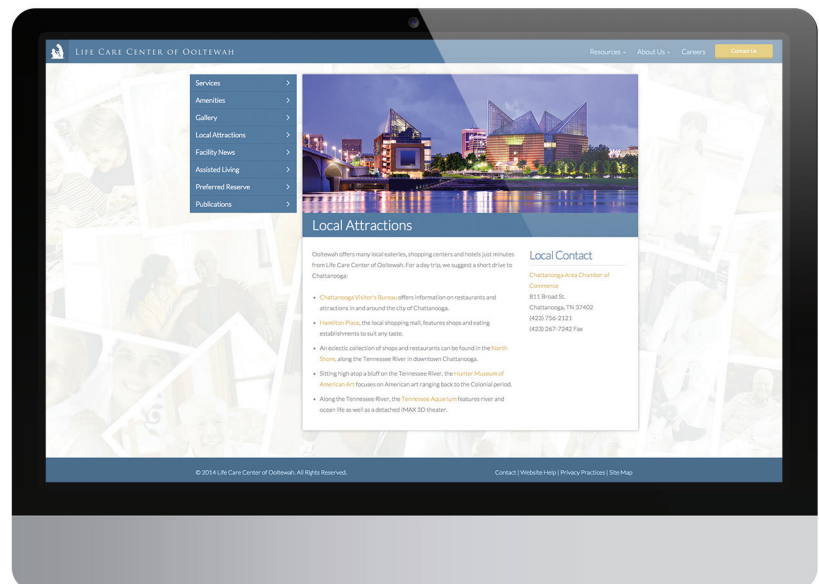for your ordering convenience
under 'Web Requests.'
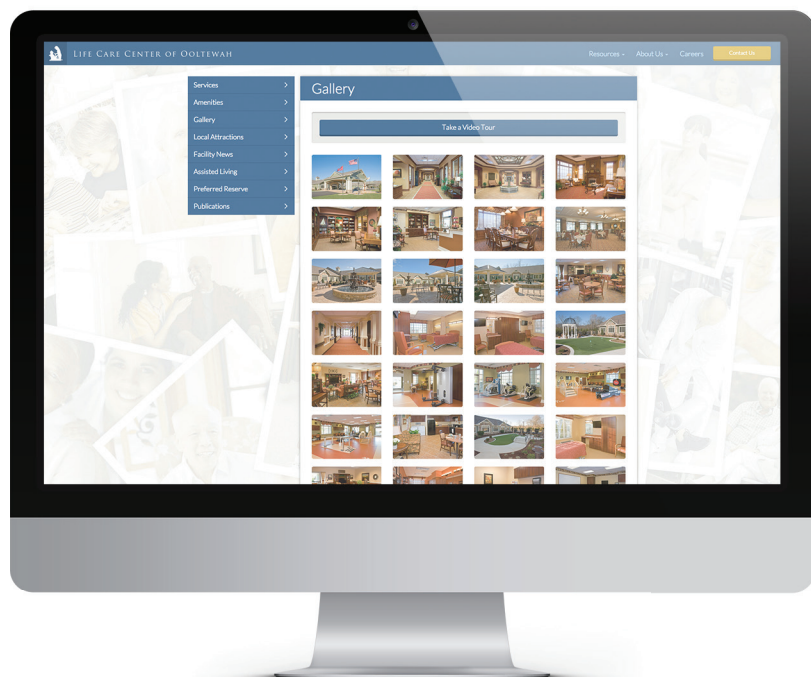
GUIDE TO UPDATING YOUR WEBSITE

Life Care's Public Relations Department must approve all content changes to your website. This includes text and addition of new items. Contact Jared Powers at **Jared_Powers@lcca.com**.

If you would like to add Facility News to your website please contact Heidi Tompkins at **Heidi_Tompkins@lcca.com**.

If you are experiencing any technical errors on your website (missing photos, broken links, etc.) please contact David Blevins or Emily Smith in the Web Services Department at **web_services@lccatmc.com**.

GUIDE TO UPDATING YOUR WEBSITE

If you would like to update or remove photos on your website please contact David Smith at **David_Smith@lccatmc.com** or Vick Laney at **Vick_Laney@lccatmc.com**.

All photos must be approved and edited by the Life Care Photography Department prior to being posted online.

Virtual Tours (video) are available to each facility. If you would like to schedule a project, or update an existing tour, please contact Barry Melton at **Barry_Melton@lccatmc.com**.