University Announcements Tip Sheet

Florida State University offers a unified event and general announcements distribution system. The university announcements website pulls together campus updates in one place, then sends weekly announcements emails—one to students and one to faculty and staff—highlighting the latest announcements and featured events.

Announcements

University announcements are gathered from this website: announcements.fsu.edu/

Submit an Announcement

Follow the steps below to post an announcement, paying particular attention to the in-form instructions.

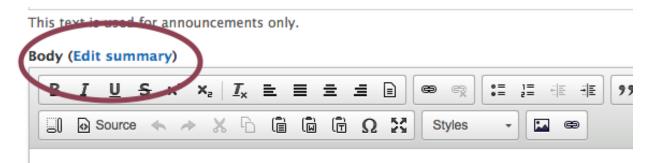
- 1. Go to announcements.fsu.edu/caslogin
- 2. Sign in with your FSUID and password
- 3. Click Submit An Announcement
- 4. Fill in the form; fields marked with an asterisk are required
 - Image select a banner or flyer image for your announcement
 - Alternative Text brief phrase describing the nature or contents of the image
 - Title concise title or headline of your announcement
 - Article Date the desired date of the announcement
 - Summary* brief summary of the announcement to appear in the Announcements email
 - Body message content and details
 - Requested Post Dates intended post date(s) for the announcement
 - Audience audience to receive announcement
 - Approved By approval statement from your dean, director, department head or vice president
- 5. Click Save





NOTE: In order to post to the university announcements website, you must have departmental approval from a dean, director, department head or vice president.

* It is strongly recommended that you enter a **Summary** for your announcement. Otherwise, a trimmed portion of the body text will display in its place. A summary is not created automatically; you must click the **Edit summary** link above the **Body** section to add one.



Post Dates

The **Requested Post Dates** field defines when an announcement will display. Announcements may be posted on the website and in the email digest up to three times. Each post date begins on a Thursday and runs for one week, allowing an announcement to display on the website through the following Wednesday.

When an announcement is first created, the **Requested Post Dates** section will be pre-filled based on the current date.

Information Technology Services | Document Title

Post Date 1 – Upcoming Thursday

Post Date 2 – Upcoming Thursday + 1 week

Post Date 3 – Upcoming Thursday + 2 weeks

REQUESTED POST DATES
Post Date 1 *
08 / 16 / 2018 🕲
Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday.
Post Date 2
08 / 23 / 2018 🕲
Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday plus 1 week.
Post Date 3
08 / 30 / 2018 🕲
Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday plus 2 weeks.

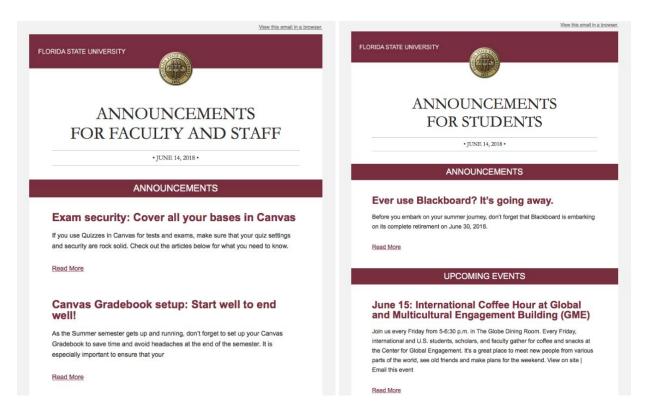
All of these dates can be modified, but there must be a valid future entry for **Post Date 1**. If there is not a valid **Post Date 1**, an announcement will not display. **Post Date 2** and **Post Date 3** can be empty.

Display

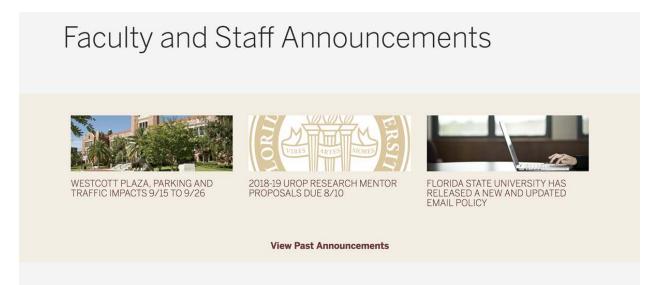
All current announcements are sorted by their most recent **Post Date** (newest to oldest) then **Title** (A-Z).

Image
o Open File Browser
Choose File No file chosen
Since the image will be automatically cropped to 1200 pixels wide x 400 pixels high, please size your image
accordingly to avoid undesirable cropping.
One file only.
256 MB limit. Allowed types: png gif jpg jpeg. Title is required
and used for
Title * sorting.
Article Date
08/13/2018
The date of the article you are posting. Body and summary
Body (Edit summary)* are separate fields
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🔄 😡 Source 🐟 🦽 🐰 🗅 🛱 🛱 🛱 Ω 🔀 Styles 🕞 🖬 📾
DELETE THIS PARAGRAPH: Please Edit Summary (above) and write something short. The
summary and title are the only items that will appear in the Announcements email sent to
students and employees.
Text format Full HTML
At least one
REQUESTED POST DATES Post Date is
Post Date 1 * required and used for sorting.
08/16/2018
Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday.
Post Date 2
08/23/2018
Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday plus 1 week. Post Date 3
08/30/2018
Thursdays ONLY. Field automatically populates with the nearest upcoming Thursday plus 2 weeks.
Audience * Audience is required
Students and controls which feed(s) will display
the announcement.
Please select: Students, Faculty/Staff or both.
NOTE: Targeting students between semesters and over the summer presents challenges. During these times, few if any students will receive your announcement. Before you post, please consult the FSU Registrar's semester calendars.
Approved By * All announcements
This message has been must be Approved By
a dean director or
Text format Full HTML a dean, director or About text formats
a dean director or
Text format Full HTML a dean, director or department head.
Text format Full HTML a dean, director or department head. About text formats (• Lines and paragraphs break automatically. About text formats (About text formats (
Text format Full HTML a dean, director or department head. About text formats • Lines and paragraphs break automatically. • You can align images (data-align="center"), but also videos, blockquotes, and so on. • You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
Text format Full HTML a dean, director or department head. About text formats • Lines and paragraphs break automatically. • You can align images (data-align="center"), but also videos, blockquotes, and so on. • You can caption images (data-caption="Text"), but also videos, blockquotes, and so on. • You can caption images (data-caption="Text"), but also videos, blockquotes, and so on. • Xou can caption images (data-caption="Text"), but also videos, blockquotes, and so on. Example: This message has been approved by Dr. Sally McRorie, Provost and Executive Vice President for
Text format Full HTML a dean, director or department head. About text formats • Lines and paragraphs break automatically. • You can align images (data-align="center"), but also videos, blockquotes, and so on. • You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
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The **Title** and **Summary** are the only fields that will display in the Announcements email.



The website will display the **Title**, **Summary** and **Image**. If you do not add an image, no image will display.



FLORIDA STATE UNIVERSITY	GRA.	⊠ Q ≣		
UNIVERSITY ANNOUNCEMENTS				
UNIVERSITI AUVINO UNCEMENTS				
	HOME STUDENTS FACULTY AND STAFF ABOUT			
HOME / NEW DOLLESSY UNION COMING SOON				
New Oglesby Ur	nion coming soon			
	A Martin and A			
This message has been approved by Dr. A staff.	Any Hecht, Vice President for Student Affairs, for distribut	bution to all students, facutty and		
	e are building a brand-new student union! The project will beg	gin Summer 2018 with a near total		
demolition of current union facilities to make	e way for our new building.			
The new Oglesby Union is anticipated to ope	en Fall 2020 and will include features such as:			
New expansive FSU Campus Store (Bo	ookstore)			
 Large state of the art ballrooms 				
 Flexible meeting rooms 				
 Study and leisure areas 				
 Synergistic student organization space 	2S			
 New food destinations 				
Brand-new Crenshaw Lanes				
 Brand-new Art Center 				
 Brand-new Club Downunder 				
Brand-new Market Wednesday plaza				
The Oglesby Union will continue to provide p	programs, events, and services during construction. For a full I	list of where to find your favorite union		
departments, food services, and retail services during construction, please visit http://new.union.fsu.edu. Maps coming soon!				

Events

University events are gathered from this website: calendar.fsu.edu

Submit an Event

To post an event, follow the steps on the University Events Calendar Tip Sheet.

Post Dates

Calendar events appear on the university calendar website. Every Thursday, a subset of featured events appear in the Announcements email.

Display

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A subset of Featured Events are selected for each Announcements email.

The calendar events display in the email the same as the announcements, with a **Title** and a **Summary** or trimmed version of the **Description**. Events are displayed in chronological order.

UPCOMING EVENTS

Oct 23, 2017: Illuminations: Highlights from Special Collections & Archives at Strozier Library

Illuminations: Highlights from Special Collections & Archives features new acquisitions and other exciting finds from FSU's manuscript and rare books collections, Heritage & University Archives, and the Claude Pepper Library. Showcasing the diverse scope of our collections, topics include Emmett Till, the Pride Student Union, children's literature, Florida history, the National Organization for Women, World War II, the World's Fair, and more. Illuminations will be on display through the ...

Read More

Oct 24, 2017: The Mud Angels: Florence During the Flood at Strozier Library

Now on display in the Norwood Reading Room, The Mud Angels: Florence During the Flood highlights materials from the inaugural FSU study abroad program to Florence, Italy in 1966. Drawing from the newly acquired FSU International Programs Collection, the exhibit commemorates the 50th anniversary of the program as well as the devastating flood of the Arno River. With ephemera, photographs, books, correspondence, official records, and newspaper clippings, the exhibit tells the story of the ...

Read More

Oct 24, 2017: Garnet and Gold Toastmasters at FSU Training Center

Garnet and Gold Toastmasters provides a comfortable, helpful environment for members of the FSU and Tallahassee community to develop public speaking skills. Come join us on Tuesdays at 11:00 a.m. at FSU Training Center at Stadium Place. (We do not meet on Tuesdays that immediately follow an official state of Florida holiday). View on site I Email this event

Read More

Weekly Emails

Every Wednesday, the Announcements email is drafted and sent to University Communications for editing and review. Once approved, the email is distributed by ITS to the appropriate audience on Thursday afternoon.

All "Read More" links for announcements in the emails will direct individuals to the specific post on the university announcements website (<u>announcements.fsu.edu</u>), and all "Read More" links for events will link to the event listing on the university calendar website (<u>calendar.fsu.edu</u>).