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.
**Post Date 1** – Upcoming Thursday

**Post Date 2** – Upcoming Thursday + 1 week

**Post Date 3** – Upcoming Thursday + 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).
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.
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

Information Technology Services | Document Title
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.

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**UPCOMING EVENTS**

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**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](#)

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**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](#)

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**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 | 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 (announcements.fsu.edu), and all “Read More” links for events will link to the event listing on the university calendar website (calendar.fsu.edu).