How to Submit a Tribune Announcement & Event

Click on the Tribune (homepage or email message) and click Submit Announcement on the left-hand menu.

Instructions for Posting an Article

1. Choose whether this is for the Employee Tribune or Student Tribune, or click both.
2. Choose the date you want the article to publish (note that it will default to the next day).
3. If you are submitting, your name will automatically populate.
4. If you are submitting for someone other than yourself, click the arrow to select the name from the drop-down menu.
5. The department will default to the one you belong to. If the announcement is not coming from your department, delete your department name and replace it with the appropriate department, committee, or organization.
6. Input the article title using upper/lower case.
7. Select a category from the drop-down menu that most accurately matches the announcement.
8. Click the "x" to remove the red box
9. When the box disappears, begin writing your article. To copy and paste from a document, use control C to copy and control V to paste (right-clicking will not work).
10. If you have an attachment, you must fill out a Tech Request to ensure it is ADA-compliant.
11. When you are finished with the article, click submit.

Instructions for Posting an Event

**These instructions are only for submitting an event through the Tribune Announcement with an article, not for an event by itself.

1. Follow steps 1 – 7. For step 7, choose "event."
2. Click "yes" for "Is this a NEW event?"
3. Choose an event title.
4. Click the "x" to remove the red box.
5. When the box disappears, begin writing your article. To copy and paste from a document, use control C to copy and control V to paste (right-clicking will not work).
6. Choose an event start date.
7. Choose an event start time.
8. Choose an event end time.
9. Choose an event type.
10. Choose whether or not it is a diversity and inclusion event.
11. Choose a campus.
12. Fill in the specific event location.
13. Include a contact name for the event.
14. Include the group or person sponsoring the event.
15. If an RSVP is needed, follow the instructions listed.
16. Choose whether or not to add an event button.
17. Click Submit.

If you have any questions, please email Community Relations.