



### **Stetson Announcement Submission Instructions:**

- 1) Go to: <https://www2.stetson.edu/announce/wp-admin/post-new.php>
- 2) Log in using your university user name and password.
- 3) Enter the title of your announcement where indicated.
- 4) Type your announcement in the box under Upload/Insert.
- 5) Select your intended audience “category” (Faculty, Students, Staff or Retirees).
- 6) Press “Publish.”
- 7) University Marketing monitors the flow of announcement requests and directly posts announcements within one business day. Announcements must be submitted by 3 p.m. in order to go out the following morning by email to students, faculty, staff, etc.

Example:

#### **Introducing Abigail Collins — New Career & Professional Development Coordinator!**

We’re thrilled to welcome Abigail Collins as our new Coordinator at the Career and Professional Development office! Abigail brings a wealth of experience, having honed her skills in career advising through her background in education. She’ll be providing comprehensive guidance to students across multiple disciplines, collaborating with faculty on workshops and actively supporting career events and programming for employers. Learn more about Abigail in our [staff directory](#). Join us in extending a warm welcome to Abigail as she becomes an integral part of our Stetson community!

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