

How to Submit an Item to Weekly eNewsletter

Click the gear icon and click Sign In. If you have issues signing in, please send an email to marketing@svmsnj.org so your support request may be handled in an efficient manner.



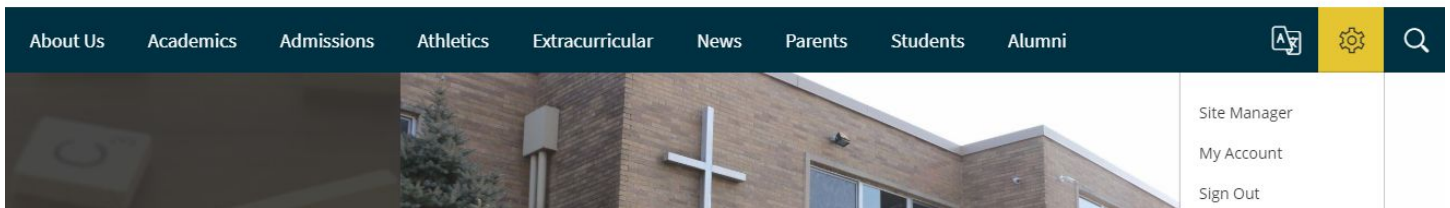
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Next, choose *Site Manager* from the gear menu.



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In the *SVMS Weekly News Site Manager*, click the *Action* button next to the weekly eNewsletter in which you want your news item to appear.

Then click *Edit Page* in the Action menu.

YOU MUST ADD THE ITEM TO EACH WEEKLY eNEWSLETTER IN WHICH YOU WISH IT TO APPEAR. REQUESTS TO RE-RUN ITEMS CANNOT BE ACCOMMODATED.

The screenshot shows the 'SVMS Weekly News Section Workspace' interface. At the top, there are tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. Below the tabs, there's a 'Current Pages' section with buttons for 'New Page', 'Organize Pages', and 'Recycle Bin', along with a 'Find Page' search box. The main content area displays a page titled 'Introducing Editing Pro Tips' with a graphic of a computer monitor and a red ribbon. Below the graphic, there's text explaining the importance of creating adaptive, accessible, consistent, and integrated content, and links to 'Pro Tip #1' and 'Pro Tip #2'. At the bottom, there's a table listing pages with their status and actions.

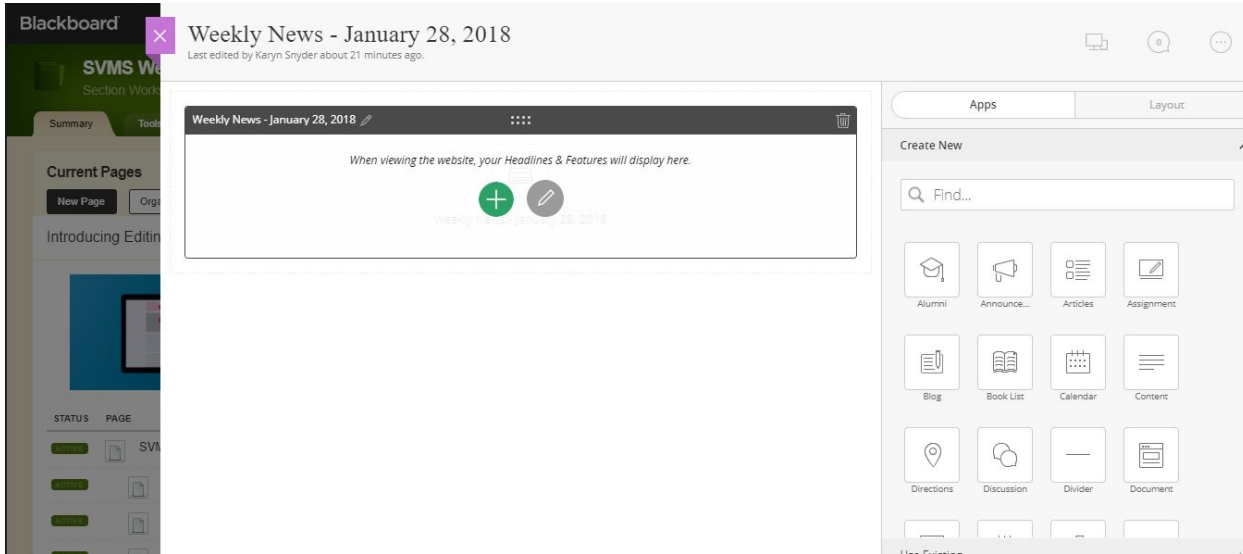
STATUS	PAGE	ACTIONS
ACTIVE	SVMS Weekly News	Actions ▼
ACTIVE	Weekly News - January 28, 2018	Actions ▼
ACTIVE	Weekly News - January 21, 2018	Actions ▼

On the right side, there are 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders) and 'Pending Comments' (All Comments) sections. At the bottom right, there's a 'Total Visits' section with a line graph showing a trend from 600 to 1200.

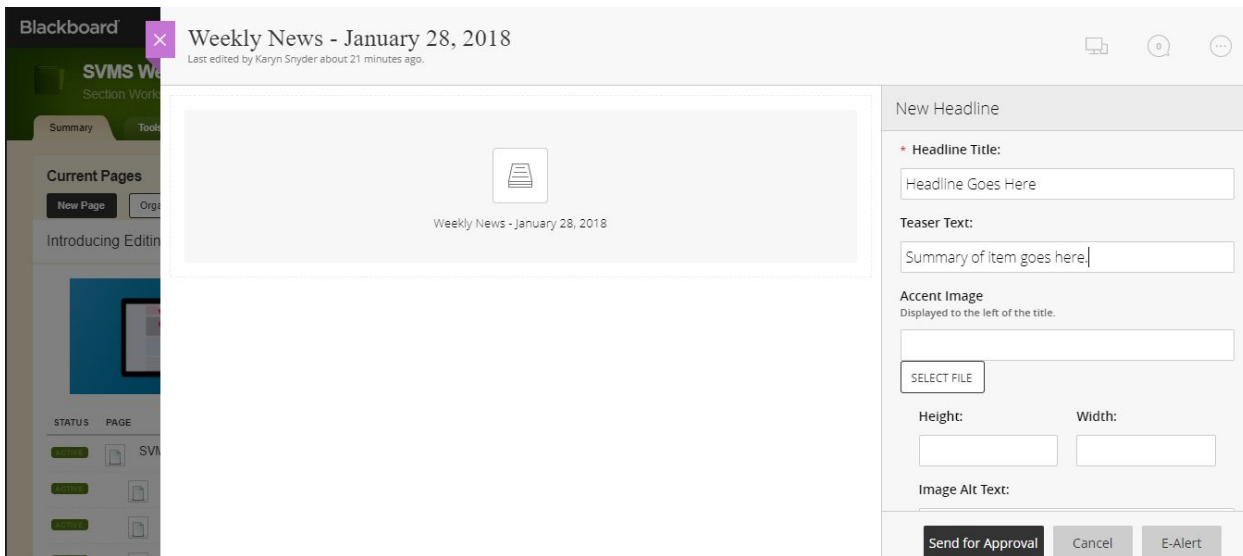
Clicking *Edit* will launch the page editor for that week.

The screenshot shows the Blackboard page editor interface for 'Weekly News - January 28, 2018'. The page title is 'Weekly News - January 28, 2018' and it was last edited by Karlyn Snyder about 21 minutes ago. The main content area is currently blank, showing a document icon and the text 'Weekly News - January 28, 2018'. On the right side, there's a 'Create New' section with a search box and a grid of icons for various content types: Alumni, Announce..., Articles, Assignment, Blog, Book List, Calendar, Content, Directions, Discussion, Divider, and Document.

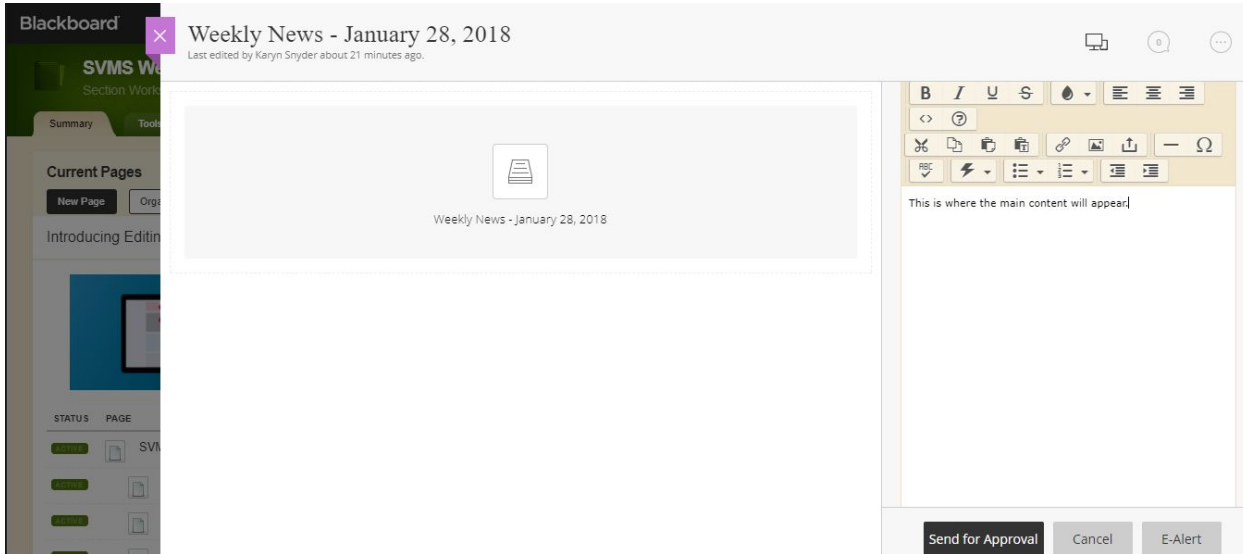
Mouse over the content block to see the green plus sign or grey pencil. Click on the green plus sign to add an item.



In the form on the right, enter the *Headline Title* and *Teaser Text* (summary) of your item.



Scroll down to enter the *Body*, which is the main part of your news item. You may upload attachment or insert links using the WYSIWYG editor.



Then click *Send for Approval*.

DO NOT click *E-Alert*. Doing so will send an e-mail to the entire community of users from you with a broken link.

Once you have clicked *Send for Approval*, you will see a success message pop up on your screen.

The item will be sent to Sister Noreen for Approval.

Once she approves the item, you will receive an e-mail notification that your item has been approved for publication.

The item will then automatically appear on the website as soon as it has been approved.

Items filed for *Weekly News* will be sent via e-mail to users on Sundays.

FAQs

Which fields on the news item form are necessary to complete?

There are three fields that will make your item meaningful to the intended readers:

- Headline Title
- Teaser Text
- Body

None of the other fields are necessary for publishing.

What should I keep in mind when creating my news item?

Please check your item for spelling and grammar prior to submitting it so that editing is not needed. These items will be published on our website for all to see, and you want to make a good impression.

Please avoid uploading unnecessary attachments to your item. Try to use the *Body* content instead to communicate your message. If it is necessary to attach a file, please upload it PDF format only so that all users can open it. We advise you do not use spaces nor special characters in your file name, as some systems cannot read these properly and users will be unable to open your file.

We strongly discourage you from providing your e-mail or phone number in the item you are submitting. This information will be publicly available. Providing your name as the Contact within the news item should be sufficient. Users may use the Family Directory if they need to make inquiries.

Should I add photos to my item?

No. There are many children within the school whose photos may not be published. It is simply beyond the capacity of the staff and volunteers who assist with the news to review these photos for compliance with our policies.

Whom should I contact if I am having problems submitting an item?

Kindly send an e-mail to info@svmsnj.org so your issue can be addressed in a timely manner.