

CREATING ANNOUNCEMENTS AND NEWS STORIES:

The following link should be used to create announcements and news stories:

<https://www.sersd.org/submit-news>

Directions:

- 1. Complete your name*
- 2. Choose title for your story*
- 3. Include any tags for people searching for your announcements/news*
- 4. Instructions for when/how long to post*
- 5. Choose one:*
 - Morning Announcements*
 - Afternoon Announcements*
 - Announcements*
 - News*
- 6. Post your announcement/story*
- 7. If you want a picture to go with your news article, upload JPEG and send to Deb Cabral.*
- 8. Submit--You're Done!!*