



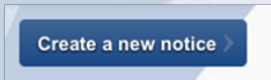
How To:

Post a notice

The Notices section of my.unimelb allows you to publicise University-related messages about events, activities, support services, or anything else of interest to current students.

Submitting a notice for publication

Click the **Create a new notice** button.

A blue rectangular button with white text that says "Create a new notice" and a small white right-pointing arrow.

An online notice submission form will display. This form consists of three stages:

1. Set your notice publication details.

This is where you select the notice category, the type of student cohorts that will receive the notice as well as when the notice will be published and when it will expire.

You will need to select the **Terms and Conditions** tick box at the top of the form in order to continue to the following screens.

2. Enter your notice content.

This includes all the information that will be displayed to students on the published notice, such as the title, notice content, links to further information and relevant contact details.

Please follow these guidelines when writing a notice:

- **Check your spelling and grammar**
- **Make the subject line clear and concise:** e.g. instead of *Announcement from XY department*, say *New opening hours for the library*.
- **Keep it simple and avoid jargon:** avoid esoteric terms, abbreviations, and acronyms. Staff may be familiar with acronyms such as MSSM, but students are not. If the acronym is too long to spell out in the notice heading/title, ensure it is spelled out at least once in the body of the notice.
- **Use the active voice:** the active voice is direct, brief and easy to understand, e.g. *Come to our event*.
- **Keep it personal:** Although notices communicate on a one-to-many level, copy should be personal; use of the words *you* and *I* is perfectly acceptable and will be more engaging for your readers.
- **Use complete sentences and avoid capitalising entire words**
- **Use short paragraphs:** appropriate spacing and use of paragraphs make notices easier to read, allowing users to quickly scan for key information. Give readers the basic who, what, when, where and why and then provide a link for further information.
- **Use numbers over words:** e.g. 2 rather than *two* as this draws attention to the message and increases the likelihood of it getting read.

Notices publicising events should adhere to the following format:

- An introductory sentence or two about the event.
- Date, time, venue and cost information. Cost information may be omitted if the event is free.
- A concluding sentence or two informing readers of how to get further information.
- RSVP, if relevant.

3. Review and submit your notice.

Make sure that all the information previously entered is correct before submitting the notice for approval.

What happens once I submit a notice request?

1 The notice request is sent to the Student Communications team, and reviewed prior to publication

Each notice is screened as follows:

- To ensure that it is concise, factual, and appropriate for the intended audience.
- Notices should be used to promote facts, not opinion. Emotive or controversial language and statements will be edited out.
- Checked for spelling, grammar, punctuation and clarity. Minor edits may be carried out.
- If the notice requires significant editing, the author will be contacted and asked to re-write the notice or to provide further information.
- Notices should be submitted at least 3 working days before your intended publication date.

2 The notice is published and becomes visible to students

3 The notice expires and is removed from student view

- Notices can have a maximum expiry date twenty-eighty days from the date of publication.
- The preferred publication timeframe for notices is two weeks.
- When the notice is about an event, the expiry date should be the day after the event.

4 If required, the author can recall a notice before it is due to expire

You can manage your published notices by selecting the **arrow** icon at the top right of the notices inbox.

All the notices that you have previously created will then be listed. Selecting the *Show currently published* filter will enable you to display the ones that are visible to students.

To recall a notice, if necessary, click on the **Recall notice** button at the bottom of the notice.