

Editing Procedures: Calendar Events And News Items

Overview

Users can submit calendar events and news items for publication in one of two ways:

1. **The user can send the item to pubs@uustpete.org.** All editors will receive a copy of this request. An editor will then need to create and publish the item.
2. **The user can log in to uustpete.org and create (but not publish) the item directly.** All editors will receive an email notification that the item has been submitted for publication. An editor will then need to review, edit, and publish the item.

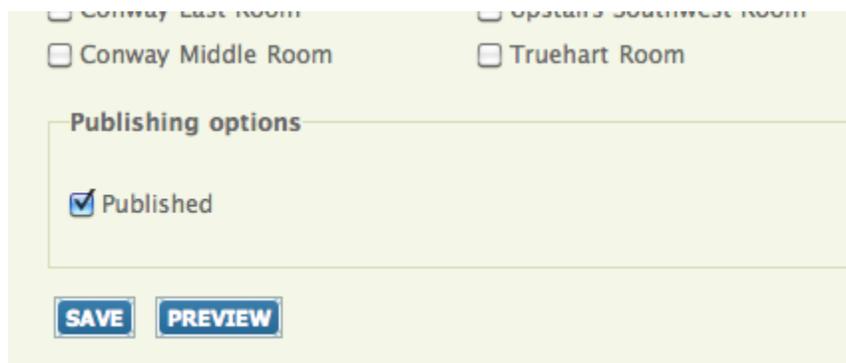
Review

Upon receipt of an item for publication, editors should:

1. **Review the item for appropriateness.** If there's a question of whether the item should be included on the church calendar or news feed, send a note to pubs@uustpete.org to solicit input from the other editors.
2. **Make sure the item hasn't already been published.** For instance, sometimes an event was published previously as a repeating monthly event. Check the calendar and news feed.
3. **Make sure the item is complete.** It really helps if a contact, group, and location can be specified for items when appropriate. Check with the author if there is an obvious omission.
4. **Check the item's content against the style guide.** The style guide is available under Documents on the CWG page (<http://uustpete.org/group/cwg>).
5. **Add an image, if desired.** images.google.com is a good source. Don't worry about sizing the image -- it will be resized automatically upon upload.

Publication

An item will not appear on the church calendar or news feed until it has been published. To publish an item, click the "Published" checkbox at the bottom of the edit screen:



The screenshot shows a form with several checkboxes for room selection: Conway East Room, Conway Middle Room, Uptons Southwest Room, and Truehart Room. Below these is a section titled "Publishing options" containing a checked checkbox for "Published". At the bottom of the form are two buttons: "SAVE" and "PREVIEW".

This option is available only to editors.

Upon publication, the author of the item will receive an email notification, if applicable. (If you are creating and publishing the item in a single step, then no email notification will be sent.)