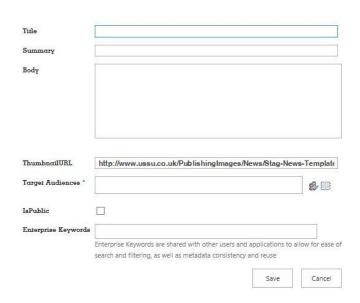
Submitting a News Story for the Union Newsletter

The Students' Union is pleased to offer students and staff the opportunity to submit news stories to the Students' Union e-newsletter, to help promote your activities. To ensure both you and the reader have the best possible experience, we ask that you follow the following guidelines:



Please submit your news story in an email following the headings below. We use the form shown above to enter the information into the Union website.

Title – This needs to be a maximum of 40 characters (letters, numbers, inc. spaces) to fit into the space allocated in the Newsletter. Anything longer than this will be cut off mid-sentence.

Subheading – This needs to be a maximum of 75 characters

Body – This can be any length you wish and can include links, images and embedded video.

Thumbnail – This is the image displayed above your news story in the newsletter and next to it on the Union homepage. This needs to be sent as an attachment and can be either a JPEG or PNG format however it needs to be **160px x 130px**

Audience – This is who you want to view your story

- All Students All Surrey Students
- Union Staff All users assigned to the Students Union Department
- Staff Any account that is not registered as a Student
- Level 1 First Year Student
- Level 2 Second Year Student
- Level 3 Final Year Student
- **Level M** Masters Students
- Level D PhD Students
- Level P Placement Students
- Manor Park Students living at Manor Park

- Campus Accommodation Students Living on Stag Hill Campus
- Hazel Farm Students Living at Hazel Farm

If you require an audience that is not currently set up, please get in touch and we can look into setting one up.

Making your submission

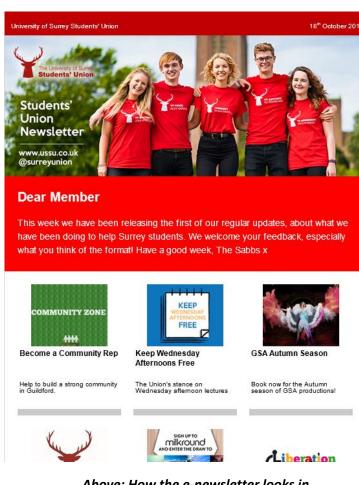
- Please email your submission to <u>ussu.digitalcomms@surrey.ac.uk</u>
- Submissions need to be made the Friday before the newsletter comes out. The newsletter is released every Wednesday during term time.
- Please make sure you have submitted an entry under every heading. In particular sub headings.
- Please submit thumbnails in the size and orientation stated and attach them to your email.

How will my story look?



Above: Union Homepage





Above: How the e-newsletter looks in your inbox

Above: Story when it is opened from the newsletter