The Online Communication Form allows you to input news, events, activities and announcements in one online form for distribution to the following:

* Campus Bulletin
* College website (News, Spotlight feature)
* Calendar
* UH News and UH System website
* On-campus digital signage system
* Official College Social Media (Twitter & Facebook) pages
* Media distribution via news releases, when applicable

**How to Submit Information**

www.leeward.hawaii.edu/cs-communication

Click on “Submission Form.” Log in with your UH ID. The online form will look similar to the form on the right.

Fill out all appropriate items. Items with an asterisk are required. When complete, click the “Submit” button.

**Tips on filling in the form:**

**CATEGORY**
Your item will be either

Info/News OR an Event/Activity

**Examples of Info/News:** Hours of operation, stories about students or programs, awards & accolades, new certificates or classes offered, change in hours of operation, deadlines, expanded services.

**Activities/Events**
All events will be publicized and announced, so you do not have to select “news” to request a news release. If your event or activity is does not fall into one of the suggested types, please select other and then type in the information in the text box marked “Other.”

**CAMPUS BULLETIN**
Be sure to mark YES if you want the information to be included in the Campus Bulletin.

**FOR EVENTS AND ACTIVITIES**
For an event that occurs on a single date, select the date from the pop-up calendar; for multiple date events, enter the first date of event and include additional dates and times in the text box below “Date/Time.”

For recurring events or events in a series, input information for the first instance and submit form. The information will be saved and you can select the item, make changes to dates, time, location, etc, and simply submit as a new item.

**IMPORTANT DETAILS**
1. The information needs to be typed or cut & pasted into the form. You can’t just attach a PDF that contains the info.
2. The online form will be the only way to submit info to the Campus Bulletin starting Jan. 20, 2011 for the Jan. 24 issue.
3. Events in a series must be submitted individually.

Questions? Contact Kathleen Cabral via email, kcabral@hawaii.edu