

GUIDELINES FOR WATERS GREEN NOTES, NEWS & EVENT INFORMATION, AND SOCIAL MEDIA

1. SUBMIT A NEWS ITEM

Share your news, event or other information with the WatersToday Communications team via our online submission form: waterstoday.org/submission-form

- A. Submission deadline: News items should be submitted by midnight Sunday for inclusion in Thursday's weekly email.
- B. The form includes all the details we need to share your news on the website (WatersToday or School), in the Green Notes weekly email, and on social media.
- C. Please remember to upload images and/or files if you'd like specific items included in the web posting or on social media.
- D. Plan ahead! Please don't hesitate to submit news and/or event items well in advance. We can always save a draft and post when appropriate.

2. SHARE THE NEWS

The WatersToday Communications team will post your news items on the appropriate web page (WatersToday News or School News) as well as to the official Waters Facebook page and Twitter account.

- A. Items are generally posted within 24 to 48 hours of receiving a submission form.
- B. Please share the original post/Waters Facebook page link to other Facebook pages or groups (personal, community and/or classroom).
- C. Facebook Events will be created for most fundraising events. Please be sure to provide ticketing/RSVP information.

3. QUESTIONS?

Please contact us at communications@waterstoday.org with any questions or if you need assistance. Thanks!