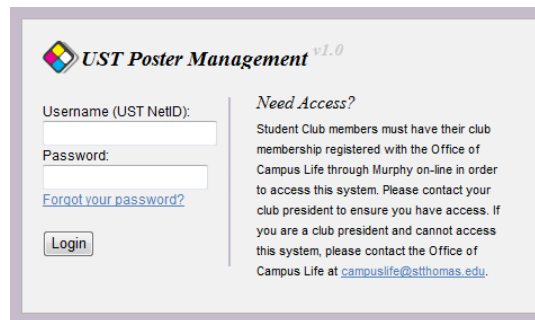


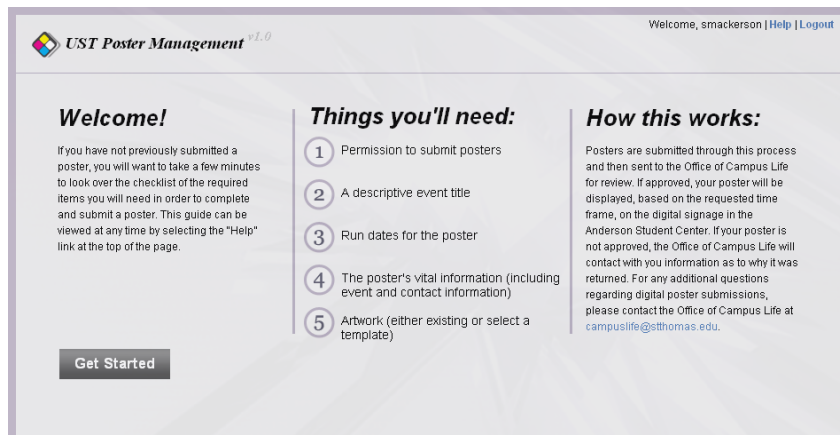
Submitting an Electronic Poster Request

Use this process request to have an electronic poster displayed on UST digital signage. Poster can be used to publicize or communicate information about an organization or upcoming event. To submit a poster request:

1. Go to <http://webapp.stthomas.edu/posters/index.htm>. The login page displays.

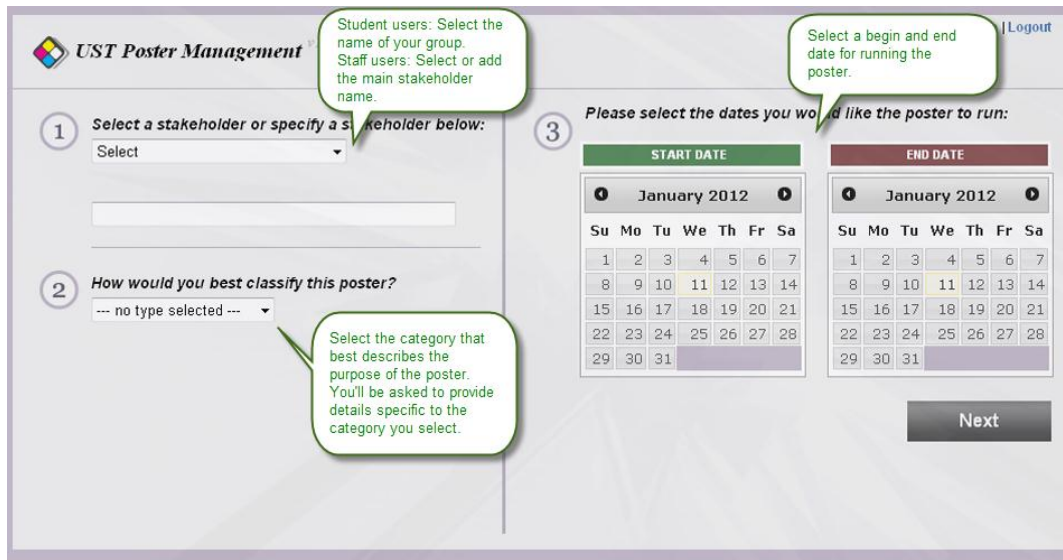


2. Enter your UST username and password. The *Welcome* page displays.



3. Review the *"Things you'll need"* to create a poster
4. Click the **Get Started** button.

- Select a stakeholder (from the drop down list of student organizations) or type a stakeholder name (non-student), a category for the poster and the date range you'd like to have the poster displayed on the digital signage.



UST Poster Management v1.0 | Logout

1 Select a stakeholder or specify a stakeholder below:
 Select

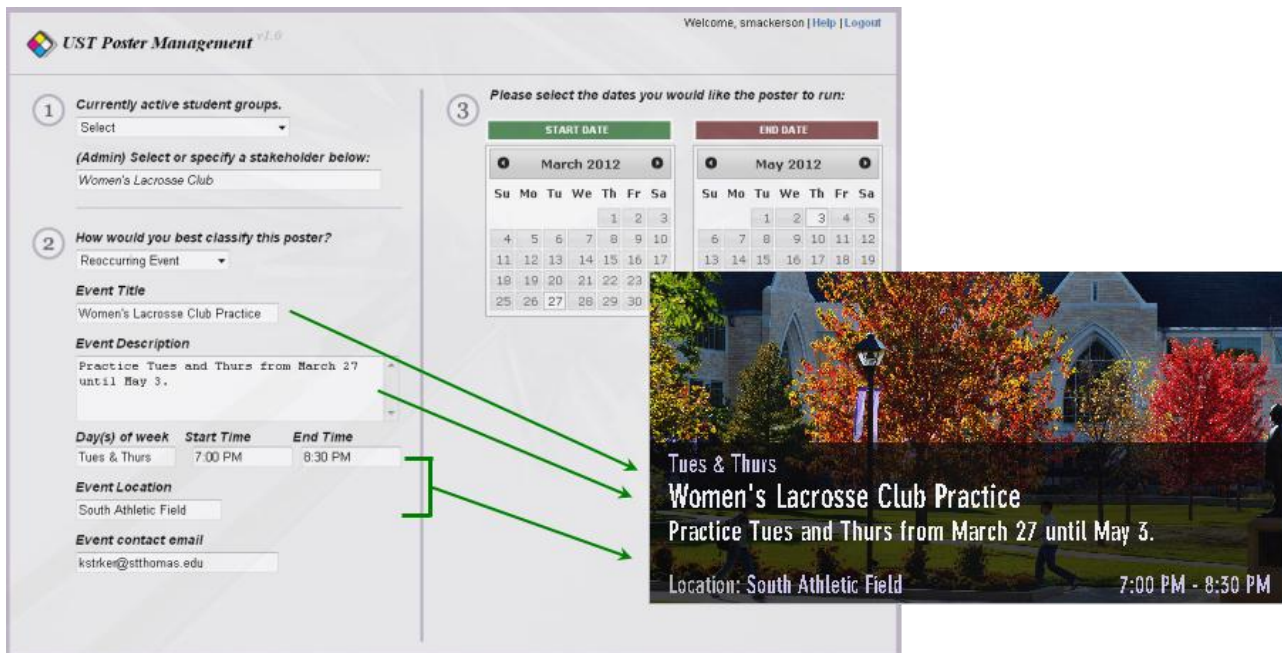
2 How would you best classify this poster?
 --- no type selected ---

3 Please select the dates you would like the poster to run:
 START DATE: January 2012
 END DATE: January 2012

Next

Callouts:
 - Student users: Select the name of your group. Staff users: Select or add the main stakeholder name.
 - Select the category that best describes the purpose of the poster. You'll be asked to provide details specific to the category you select.
 - Select a begin and end date for running the poster.

The classification you select will determine the additional details you need to add to your poster. The information you supply in these fields will display on the poster as illustrated below.



UST Poster Management v1.0 | Welcome, smackerson | Help | Logout

1 Currently active student groups.
 Select
 (Admin) Select or specify a stakeholder below:
 Women's Lacrosse Club

2 How would you best classify this poster?
 Recurring Event

Event Title
 Women's Lacrosse Club Practice

Event Description
 Practice Tues and Thurs from March 27 until May 3.

Day(s) of week Start Time End Time
 Tues & Thurs 7:00 PM 8:30 PM

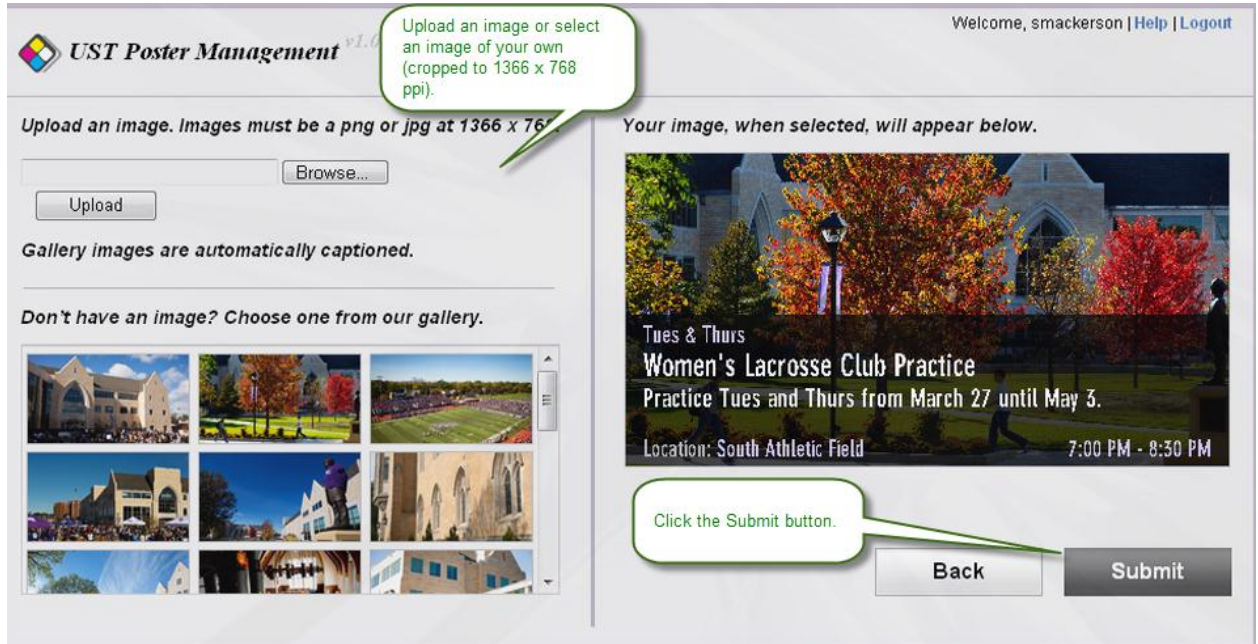
Event Location
 South Athletic Field

Event contact email
 kstker@stthomas.edu

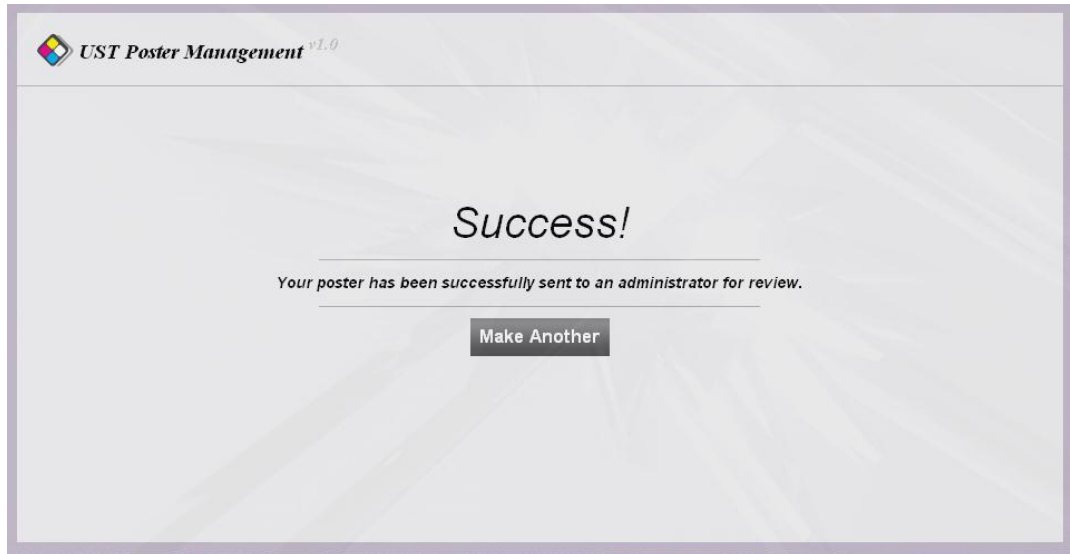
3 Please select the dates you would like the poster to run:
 START DATE: March 2012
 END DATE: May 2012

Preview:
 Tues & Thurs
 Women's Lacrosse Club Practice
 Practice Tues and Thurs from March 27 until May 3.
 Location: South Athletic Field 7:00 PM - 8:30 PM

- Click the **Next** button.



7. Click the **Browse** button and locate the image you'd like to use (cropped in advance to 1366 x 768 pixels per inch) **OR** select an image from the image gallery.
8. Click **Submit**. Your poster will be submitted for approval. You will see the "Success" confirmation page.



9. You will be notified, via email, if your poster is returned. If you do not receive an email regarding your poster, your poster will appear on the digital signage based on the start date you entered.