

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:

The form contains the following fields and elements:

- Title**: A text input field.
- Summary**: A text input field.
- Body**: A large text area for the main content.
- ThumbnailURL**: A text input field containing the URL `http://www.ussu.co.uk/PublishingImages/News/Stag-News-Templat`.
- Target Audiences**: A dropdown menu with a small icon to the right.
- IsPublic**: A checkbox.
- Enterprise Keywords**: A text input field with a small icon to the right.
- Below the form, there is a small text note: "Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse."
- At the bottom of the form are two buttons: "Save" and "Cancel".

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 ussu.digitalcomms@surrey.ac.uk
- 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?

USSU News

- Your Exec Meeting Summary!**
Renaming of 'The Living Room', The Opening of Level One / 'The Front Room' and graduation 2016!
- Your Voice Zone Meeting Summary!**
NUS Cut the Costs Campaign, Course Rep Accountability and study space provision at Manor Park.
- Your Support Zone Meeting Summary!**
Healthy University Week, Nurse Appeal Update and Course Termination

Above : Union Homepage

Your Exec Meeting Summary!

The University of Surrey Students' Union

On Tuesday 27th October 2015 at 4pm the Union Executive Committee met to discuss the following:

- VP Zone Updates
- The Renaming of 'The Living Room'
- The Opening of Level One / 'The Front Room'

AOB: The webcasting of Exec meetings, the Student Switch Off Campaign and graduation 2016.

The next Committee Zone meeting will be on Tuesday 10th November at 6.00pm in the Committee Room, Student Union.

Above: Story when it is opened from the newsletter

University of Surrey Students' Union 18th October 2017

Students' Union Newsletter
www.ussu.co.uk @surreyunion

Dear Member

This week we have been releasing the first of our regular updates, about what we have been doing to help Surrey students. We welcome your feedback, especially what you think of the format! Have a good week, The Sabbs x

- COMMUNITY ZONE**
Become a Community Rep
Help to build a strong community in Guildford.
- KEEP WEDNESDAY AFTERNOONS FREE**
Keep Wednesday Afternoons Free
The Union's stance on Wednesday afternoon lectures
- GSA Autumn Season**
Book now for the Autumn season of GSA productions!

Sign up to milkround AND ENTER THE DRAW TO

Liberation

Above: How the e-newsletter looks in your inbox