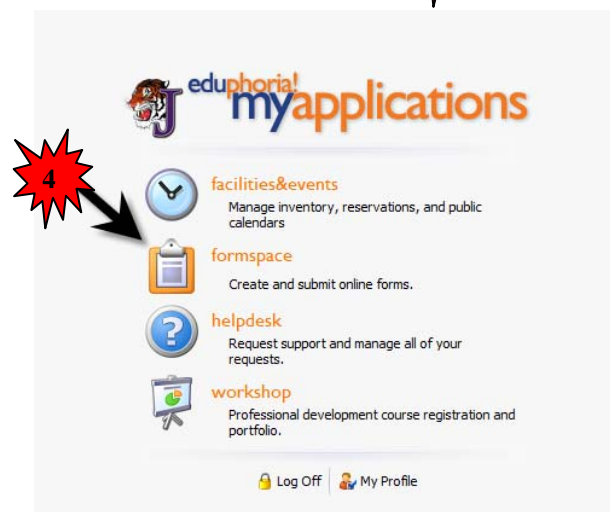
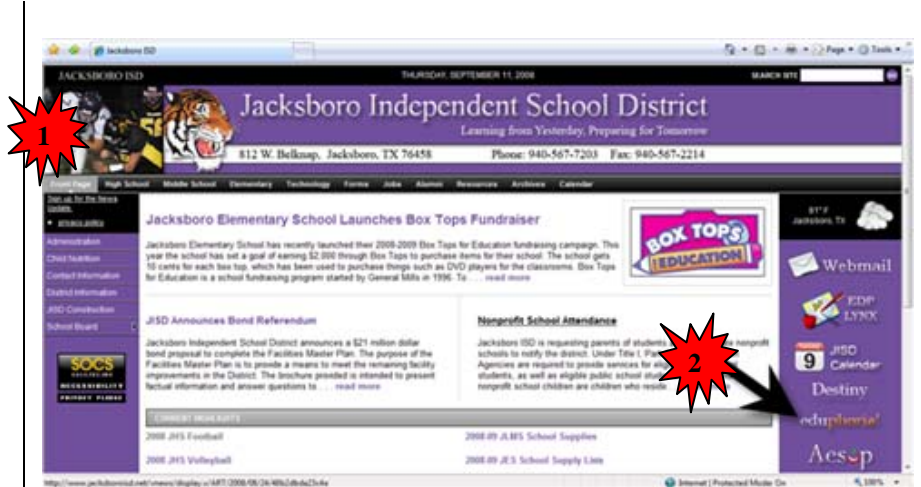


EDUPHORIA NEWS SUBMISSION FORM

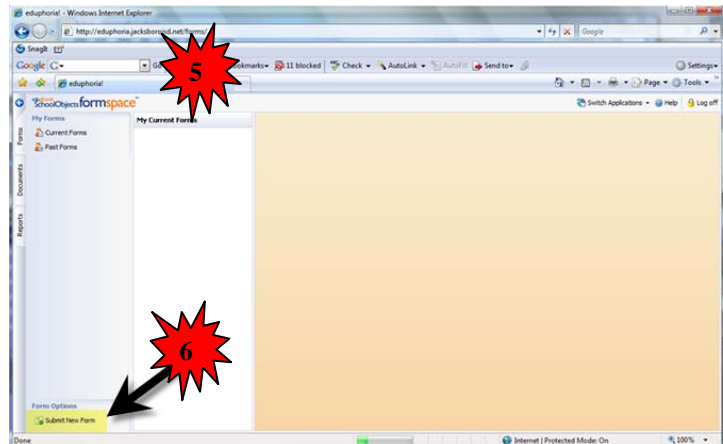
Completing a Website, News, and Radio Submission Form

1. Begin by opening Internet Explorer (IE).
2. Click Eduphoria
3. Log into Eduphoria.
4. Select formspace.



EDUPHORIA NEWS SUBMISSION FORM

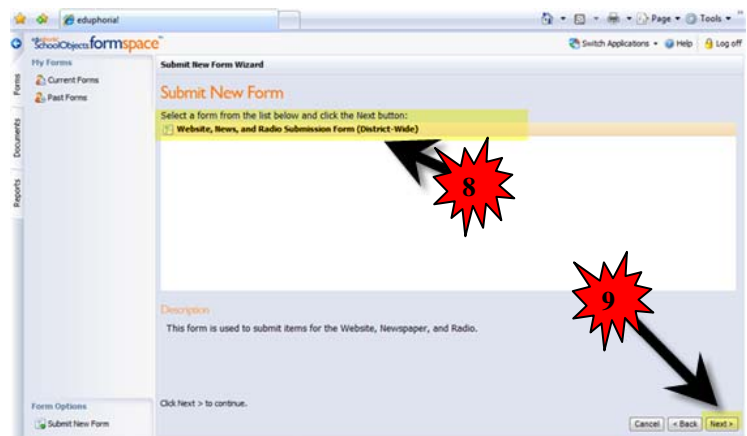
5. Eduphoria formospace opens.
6. Click Submit New Form



7. Click Next

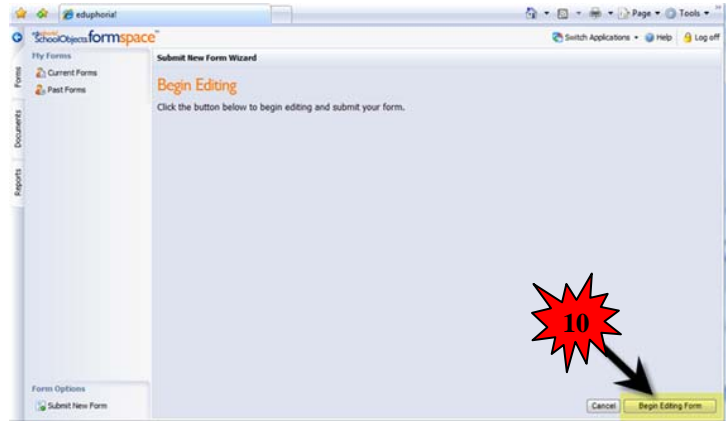


8. Select Website, News, and Radio Submission Form.
9. Click Next.



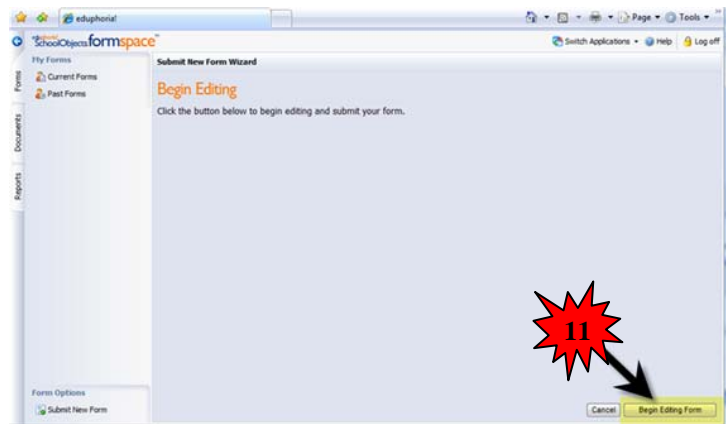
EDUPHORIA NEWS SUBMISSION FORM

10. Click Begin Editing Form



11. Complete the form

- A. Enter name
- B. Select desired submissions
- C. Select Campus Name
- D. Enter Name of Organization



12. Enter the publication Start and End dates.

IMPORTANT!

YOU MUST SUBMIT THE REQUEST FORM AT LEAST SEVEN (7) DAYS PRIOR TO PUBLICATION DATE.

Date to Start the run:

September 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Date to End the run:

September 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

You must submit the form at least seven (7) days prior to publication date.

13. Title the Information

14. Write the entry that is to be publicized, (**THIS FIELD WILL BE COPIED DIRECTLY TO THE WEB, NEWSPAPER, OR RADIO**) or attach a Word Document in the next field.

EDUPHORIA NEWS SUBMISSION FORM

15. Click the paperclip to attach a word file or picture file.

A. Enter a description for the file.

B. Click Attach File

C. The file is now attached to the submission. To view the file, double click the file.

16. Run Spell Check.

17. You may save the form and work on it at a later date.

18. When you are ready to send the form, click the submit button.

