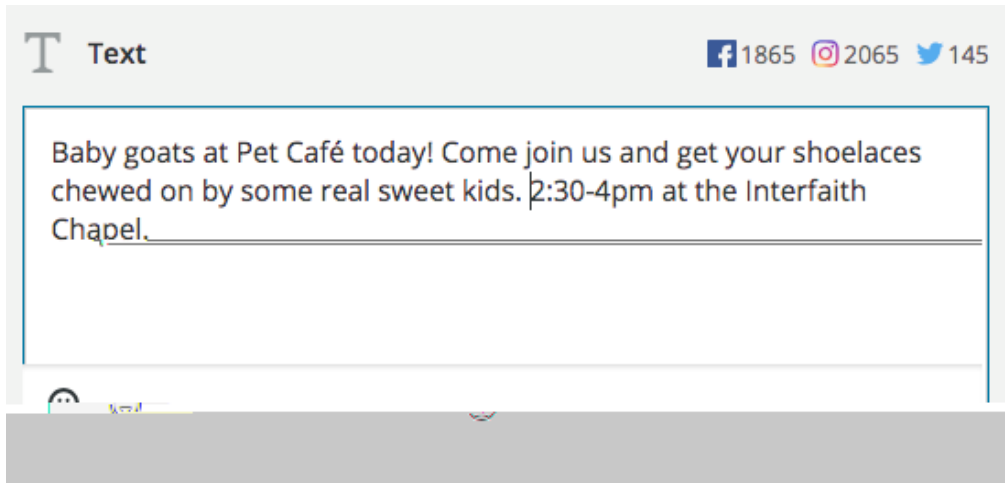
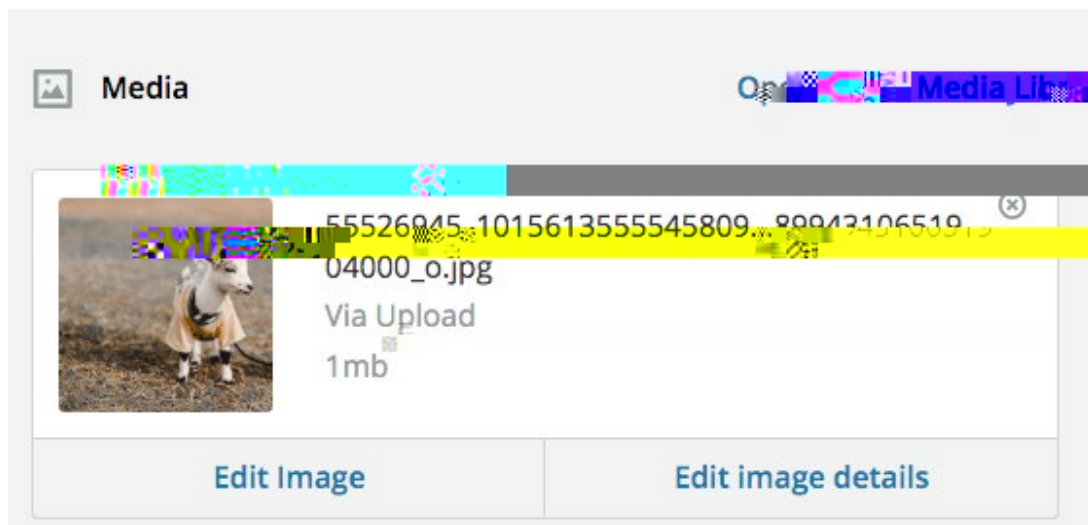


6. UnderText, type your message.

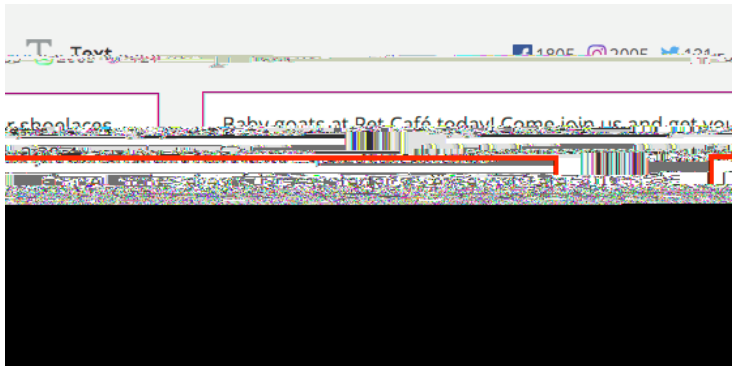


7. UnderMedia, upload your photo.



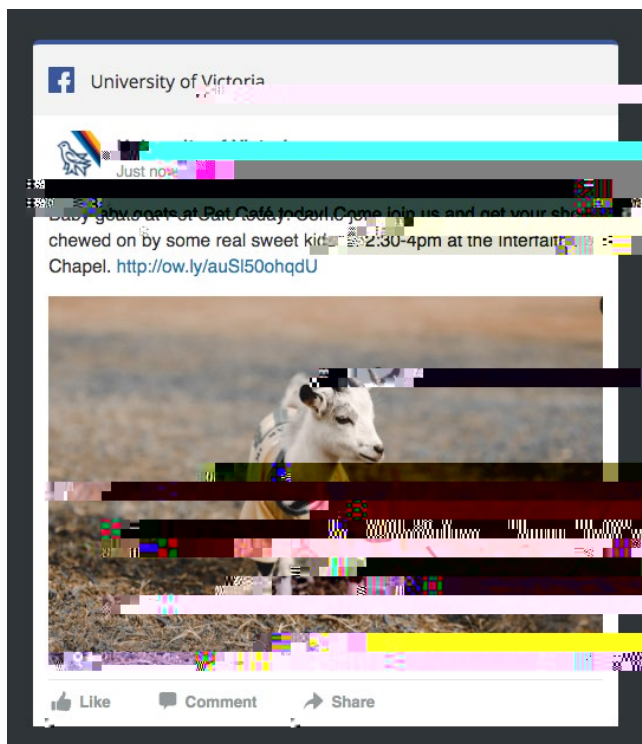
If you're not sure where to get a photo, check out this page for tips:
<https://www.uvic.ca/websites/socialmedia/submit/content/index.php>

8. If you have a link, go back to the text box. Add your link after the last sentence. This is optional.

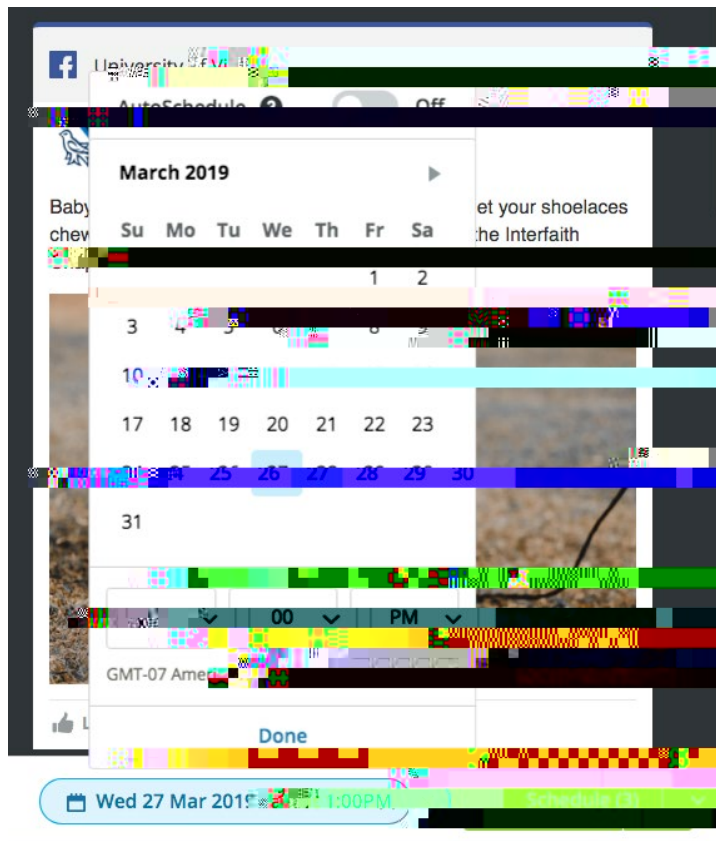


Do NOT include link to download a poster or PDF. Read more <https://www.uvic.ca/websites/socialmedia/submit/content/index.php>

9. Look at the right hand side of your screen to see a preview of your posts. Scroll down to see a preview for each social network you've selected. Make any corrections that you need to returning to the previous steps.



10. If you want your post to go out tomorrow or later, click the Schedule for Later button and pick a date and time for your post. Then hit the green Schedule button.



If you want your post to go out TODAY, click the green Post Now button. Then email Jes at jes@uvic.ca to let them know.



11. You're done! Thank you so much for submitting content!

What's next? Your post will likely be approved as is or with minor changes. The date and time may be shifted so it fits better with the other content that has been scheduled.

If your post needs significant revisions or is not a good fit for a channel, Jes will follow up by email with suggestions.