

# **UNE Community Notices**

## **FAQ**

### **WHAT ARE UNE COMMUNITY NOTICES AND WHAT DO THEY INCLUDE?**

**Q:** What are UNE Community Notices?

**A:** “UNE Community Notices” refers to a weekly email feature overseen by the Office of Communications that allows UNE employees to alert the UNE Community (faculty, staff, and administrators) important information through posts submitted via a submission form.

**Q:** What type of posts are appropriate for UNE Community Notices?

**A:** You may submit any information to UNE Community Notices that you feel is important for the UNE Community to know and that adheres to the UNE Community Notices guidelines, which may be accessed [HERE](#). You may tag your submission with one of the following categories: Events, News, Training, Research, Lecture, Student Affairs, or Sustainability. UNE Community Notices do not replace individual, college, or departmental mailing lists and should not be used for information more appropriate for bulletin boards (e.g., dining menu items, lost and found). These types of announcements should be communicated using myUNE and/or other more targeted mailing lists.

**Q:** What is the difference between UNE Community Notices and the separate UNE Community emails that I receive?

**A:** Some University entities, including Facilities, Security, Student Affairs, the Business Office, and Human Resources, have access to the UNE Community email account and are able to send their own announcements as “stand-alone” emails. On occasion, the Communications Office will send a stand-alone email on behalf of another department, when the importance of the message or the timeliness of its delivery warrants doing so. The Communications Office makes every effort to keep the number of stand-alone emails to a minimum.

### **WHO CAN SUBMIT? WHO RECEIVES? AND WHOM DO I CONTACT?**

**Q:** Who may submit a UNE Community Notice?

**A:** Any current UNE employee with a valid UNE email address may submit a notice.

**Q:** Who receives the UNE Community Notices?

**A:** All UNE employees receive the UNE Community Notices. Students do not receive the notices. If you wish to communicate information to students, please contact the Office of Student Affairs.

**Q:** Whom should I contact if I have questions about UNE Community Notices?

**A:** Please contact Melissa DeStefano in the Office of Communications at [mdestefano1@une.edu](mailto:mdestefano1@une.edu) or x4376.

## **WHEN ARE NOTICES BROADCAST? WHEN DO I SUBMIT MY NOTICE?**

**Q:** When are the UNE Community Notices broadcast?

**A:** Notices are broadcast every Friday afternoon.

**Q:** When do I need to submit my notice in order for it to be included in the Friday broadcast?

**A:** Submissions can be made at any time. Please complete your submission prior to noon on Friday to ensure inclusion in that day's UNE Community Notices broadcast. Submissions received after 12 p.m. will be reviewed for inclusion in the following week's notices.

## **HOW DO I SUBMIT?**

**Q:** How do I submit a notice to UNE Community Notices?

**A:** You may submit a notice by completing the submission form, which can be accessed [HERE](#). The form may also be accessed via a link on any UNE Community Notice or via the Office of Communications web page: [www.une.edu/communications](http://www.une.edu/communications) (Click the "About" tab and then "Our Services")

**Q:** How should I format the text that I enter in the write-in fields of the submission form?

**A:** Please note that the UNE Community Notices platform supports only plain text; formatting elements, such as bold type, bullets, numbering, italics, underlining, highlighting, etc., are not

recognized by the UNE Community Notices system. Titles should be concise and written in title case (important words capitalized). Dates and times should follow the following format: Thursday, Feb. 27; 2-4 p.m.

**Q:** Can I include attachments to my submission form?

**A:** No, the UNE Community Notices system does not support attachments. However, you may include URLs in the body of your submission. In order for your URL to appear as a hyperlink, you must include the full URL (including <http://> or <https://>). Note that placing a period after the URL will invalidate the link.

**Q:** What is the differences between the “Submitter Name/Email” and the “Contact Name/Email”?

**A:** The submission forms asks for the name or email of the submitter; that is, the person who is completing the submission form. It also asks for the name or email of the contact; that is, the person whom community members should contact with questions about the post. The submitter and the contact may or may not be the same person. Both require a valid UNE email address.

## **WHAT WENT WRONG?**

**Q:** What if I made a mistake in my submission?

**A:** If you realize an error after making a submission, it is your responsibility to contact the Communications Office as soon as possible, and every effort will be made to fix the error before broadcast. In the event that you realize an error *after* the submission has been broadcast, you are encouraged to contact the Communications Office. The Communications Office is not obligated to broadcast a correction but will consider doing so on a case-by-case basis.

**Q:** Can my submission get denied?

**A:** All submissions will be reviewed for approval by the Office of Communications before they are broadcast. Submissions are rarely denied, but the Communications Office reserves the right to deny a submission that does not adhere to UNE Community Notices guidelines, which may be accessed [HERE](#). If your submission is denied, the Office of Communications will make every effort to contact you and will assist you, whenever possible, in rectifying the problem in order to bring your submission into compliance with UNE Community Notices policies.