PSE PTA Communication Updates

This document will give you step by step instructions on how to submit and where to send all information you would like sent out to the PSE community. If you have questions please reach out to Esther webmaster@pse-pta.org or Stephanie @vp1@pse-pta.org

Instructions for Tuesday Talks and Pioneer Press

1. You will no longer send directly to Ms. Wessels or Ms. Brown.
2. Postings must be **submitted by Friday evening** for the following Tuesday Talks and Pioneer Press. All submissions will be reviewed with the new RRISD guidelines in mind.
3. **Announcements include:** text or blurb, sign-up links or forms, flyer, poster, graphics, invites, save-the-date… etc.

Text

1. **Create the announcement text** (aka "blurb")
2. **Go to** @PTA Posting Weekly Folder
3. **Type or copy and paste** to the Google document in that specific [Weekly] Event or Program Announcements folder where you want your message to go out.
    a. Event Name
    b. Time and Date
    c. Description of Event
    d. Related Links and/or QR Codes
    e. Contact (Person's Name, Email or Number)
    f. If there are other announcements in the Google Doc, add your message below the last one.

Graphic/ Flyer

1. **Create the flyer / poster or graphics for your announcements**
2. **Save file type:** using **PDF**, JPEG, JPG, or Canva link, Google Doc
3. **Drag and drop your file**(s) into @PTA Posting Weekly Folder choosing the specific "[Weekly] Event or Program Announcement" folder where you want your message to go out.

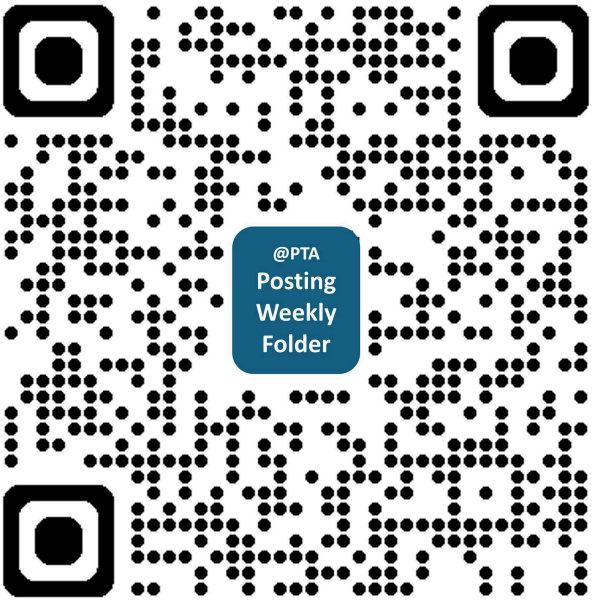
Instructions for Social Media, Website and PTA Class Dojo

- Postings can be sent **ANYTIME** for social media, website and class dojo.

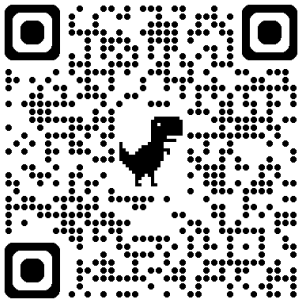
- **Social Media (Facebook/Instagram) and Website**
    1. **Create the flyer / poster or graphics for your announcements**
    2. **Save file type:** using JPEG, JPG, PDF or Canva link, Google Doc
    3. **Email to Esther** webmaster@pse-pta.org

- **NEW Class Dojo PTA Page**
    1. **Create the announcement text (aka "blurb"), graphics or Canva post**
    2. **Email to Meredith** vp2@pse-pta.org

E-Copies



Shorten Link: https://tinyurl.com/PTAPostingWeeklyFolder



PSE PTA Communication Updates (VP 1 Version)
This Document