

Monroe School Newsbyte

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Monroe Newsbyte

- Newsbytes will be sent to all Monroe families, who have agreed to subscribe, on Sunday mornings.
- The Sunday newsbyte is the main news resource sent out for the week. It captures all online submissions of content received/approved on the website throughout that week prior to the deadline.

Deadline

- The deadline for Sunday's newsbyte is **Thursday at 5:00 PM.**

Submission Process

- Access www.monroeschoolpto.com
- Click 'Submit Content for Newsbytes' under PTO BUSINESS header on right-hand side bar
- Fill in the online form with your content submission
- All rules regarding formatting/images/pdf/or website links are listed on the form. If you do not use the correct format, it will not be accepted. **All flyers/attachments must be saved and submitted online as a .pdf file only.**
- The Newsbyte Committee will not be adding clipart to your submission unless you have added it to the submission online in the correct format. (no video clips or moving parts)
- Once you submit your entry, you will receive an email confirming receipt.
- The 'editors' will receive a similar email with the ability to review the content. If there are any questions/concerns with your submission, you will be contacted by one of the editors.
- As soon as your content is approved, it will immediately be posted live to the website.
- If you submitted your content before the deadline (Thursday at 5pm), you can assume it will be pulled into that Sunday morning's Newsbyte.
- If you have content that needs to run for multiple weeks, you **MUST RESUBMIT** through the website **each week**. It would be wise to save a copy of what you originally submitted for your ease in repeating the information that is needed again.

Announcement Content

- Please keep your announcements as short as possible.
- Formatting/design of your announcement is not necessary and will likely change.
- Focus on wording only.
- Make an attachment for longer/more informative announcements. Please create a flyer (saved as a PDF) that can be attached instead. **DO NOT** just send a flyer without writing a short announcement to go with it.
- Do not list multiple dates in your club or committee announcement. Simply put the first date and the remaining dates can be announced as they come.
- Do not use personal email accounts. Instead use your monroeschoolpto.com email address.
- Do not use full names or pictures of students. You can use first name and last initial (i.e. Sally E.)

Calendar

- The calendar that is posted on our website is owned and maintained by our school office. Our website merely pulls that calendar and is not manipulated by PTO. If you see something that appears incorrect or needs to be added, please be sure to inform the school secretary.