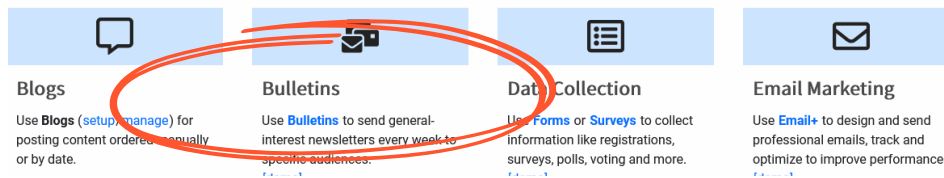# Campus Humanities Calendar & E-Bulletin

SUBMIT YOUR EVENT

Have a campus humanities event to promote? Use the Webtools Campus Humanities E-Bulletin form to submit for inclusion in our calendar and E-Bulletin email.

1 Log into webtools.illinois.edu with your UIUC net ID and password.

2 Select "Bulletins" (look in the grid of options on the Webtools homepage or in the upper right drop-down under "More").

Blogs
Use **Blogs** (setup, manage) for posting content ordered manually or by date.

Bulletins
Use **Bulletins** to send general-interest newsletters every week to specific audiences.

Data Collection
Use **Forms** or **Surveys** to collect information like registrations, surveys, polls, voting and more.

Email Marketing
Use **Email+** to design and send professional emails, track and optimize to improve performance.

3 Choose option to create a post for "Campus Humanities E-Bulletin."

Bulletins

Bulletins allow users to submit posts that are moderated and sent as a weekly newslett are **Eweek**, **iNews**, and **GradLinks**.
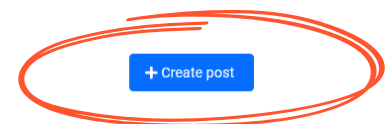
Create a post for:

Name		Setup
Campus Humanities E-Bulletin		⚙
Eweek		
GradLinks		

4 Click on blue button "Create post."

My Posts: Campus Humanities E-Bulletin

Use this form to submit events to the Humanities Research Institute's **Campus Humanities Calendar** and E-Bulletin email. Please note:

- Your event should be humanities- or arts-related.
- Your event must be submitted before noon the Friday prior to the event at the latest to guarantee that it will appear on the calendar and in the E-Bulletin.
- If you have a series of related events (e.g., a lecture series), please enter each event separately.

+ Create post

5 Fill out the fields and click "Submit."

Campus Humanities Calendar & E-Bulletin

SUBMISSION GUIDELINES

- Your event should be humanities- or arts-related.

- Your event must be submitted before noon the Friday prior to the event at the latest to guarantee that it will appear on the calendar and in the E-Bulletin.

- If you have a series of related events (e.g., a lecture series), please enter each event separately.

- Please note: recurring humanities events will appear once in HRI's E-Bulletin email, but will appear as recurring in the Campus Humanities Calendar from the first through the last applicable date.

SIGN UP FOR EMAILS

- Stay up to date on HRI opportunities and events by joining our email list: **go.illinois.edu/EmailList**.

Humanities Research Institute
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