

## Posting Information & Communication

Through partnerships with IT, we can help the campus community post information to a number of places. Contact Sue Hothi (mailto:shothi@mtsac.edu) for more information.



### **Electronic Marquee Posting Form (</marketing/form-postings.html>):**

This marquee is located at Grand and Valley. Please note we aim to post no more than six messages at a time. Your messages will be edited for consistency. Please double check your submission for accuracy.

**Master Calendar Submission (<http://mtsac.lwcal.com/events/>):** The master calendar is visible from the home page. Fill out the form to get your information included! Please double check your submission for accuracy.

**Social Media Posting Request (</marketing/form-postings.html>):** We have a large social media following online. Request posts with this form. Please double check your submission for accuracy. To be added to the Social Media Directory, visit the social media directory page.

**Portal Announcement (</portalrequest>):** Please use this form if you would like an announcement to be posted on the Portal. The posted information can be sent to faculty, staff, and/or students. Please double check your submission for accuracy.

**Mass Email:** Faculty and staff can be reached through mass email to the Campus Announcements listserv. Students are reached through the portal. Please double check your submission for accuracy.

**Building Scala Monitors:** These are large monitors with rotating messages located in buildings across campus. Requests can be made through Marketing at the email above.

**News:** This is the section on the Mt. SAC home page that highlights an item of interest. Requests can be made through Marketing at the email above.

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Mt. San Antonio College

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Phone: (909) 274-7500, Video Phone: (909) 895-6634, Campus Police: (909) 274-4555, Text-A-Tip: (909) 610-9139