IF YOU WANT TO...

- **Add an event to the website calendar:** Are you interested in adding a campus or public event to the guilford.edu calendar (www.guilford.edu/calendar)? Go to the *Faculty and Staff* page (www.guilford.edu/faculty-and-staff), find the Employee Resources list, and click on Submit a Calendar Event. This link also appears at the top of the Buzz.

- **Share a student/alum/class story idea:** Do you have a story idea about a current student or young alum who has graduated in the last five to eight years? Is your class doing an interesting project, or welcoming a visitor, or heading into the community? Are you mentoring a student, or do you know about an amazing mentorship that deserves recognition? Reach out directly to Abby Langston. *It's good to give the Marketing Office at least a week's lead time for getting to an event or into a class.*

- **Star in a Meet the Professor video:** Marketing wants to create more faculty videos! For the videos they've published so far, visit the *Guilford Stories and Videos* page (www.guilford.edu/life/stories-and-videos). This content is popular with alums on social media, as well as with prospective high-school students.

- **Submit Faculty or Department news:** Do you have faculty or department news to share? A link to the *Submit Faculty or Staff News* form lives on the *Faculty and Staff* page (www.guilford.edu/faculty-and-staff) under Employee Resources. A link to the form also appears at the top of the Buzz. Everything that is submitted is a) published on the website; b) posted on Twitter; and c) included in *Inside Guilford*. You’ll also get a response email with a link to the published article. The schedule and deadlines for *Inside Guilford* are at the bottom of the submission form, and deadline reminders often appear in the Buzz.

- **Make a website update:** Do you need to update the faculty listing on your department page? Is a link broken on one of your major pages? Do you have a change to some of the content? A link to the *Submit a Website Help Ticket* form lives on the *Faculty and Staff* page (www.guilford.edu/faculty-and-staff) under Core Services. *This form is delivered to several members of the Marketing team so that your request can be handled quickly by whoever is available.*

- **Profile Updates:** Is your name, title, or contact information listed incorrectly in the guilford.edu directory? *Don’t email Marketing — email HR.* The online directory is directly linked to Banner, so changes made there should appear overnight on the website. If your photo is missing from the website — email Marketing! We’ll make an appointment for you and have your portrait added to the website asap.