

To: All Community Group Leaders
Speakers, Program/Event Leaders
and Coordinators

From: Joe Hammer

Re: Promotion of your Class,
Workshop or Community
Group Event/Activity



I've made submitting information about your program, meeting, community group event/activity or service a simple one-step process. Once submitted, your program is "plugged in" to SCSL's marketing efforts.

To launch marketing of your program:

1. Confirm date(s) and time(s) of your program
2. Once confirmed, visit the **Marketing Initiative Page** by clicking on the **asterisk (*)** at the bottom of any SCSL web page. (Please note: This is a hidden link, not immediately noticeable to the public; please do not publicize it!).



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3. Complete the Initiative fields. *Please be sure to double check all information.* Should you desire to include a logo, photo or graphic with the Initiative, *if it is applicable and necessary to the program's promotion*, you may do so (jpg, gif, png files only; please reduce file size).

4. Click the **SUBMIT** button

Your information will then be placed into queue for marketing! If you need assistance with verbiage of your program's details, download my **Program Tips Report**, available on the Initiative page. →

Please do not email Rev. Jill or me with program details; they may get lost in the shuffle!

