Procedure for Collecting and Posting TSD News Items on the TSD Website

1. On Monday, the Executive Assistant’s office sends an e-mail (special News Item address) to the TSD Directors asking them to provide a brief response to the following questions by the COB on Wednesday.
   a. The message questions are:
      i. What is your department doing that you want to share with the rest of TSD and other communities? (No more than a few sentences)
      ii. When is this event happening?
      iii. Why is the event happening?
      iv. Who is involved

2. The Director or designee responds to the request by return e-mail within the period allotted.

3. The Executive Assistant’s office reviews the submissions and using the CommonSpot CMS tool, inputs the data into the News Item CMS Template.

4. The via the CMS workflow, the item is reviewed by the Client Relations Editor and approved for publishing. (Target date for new items to be published is the Mondays)