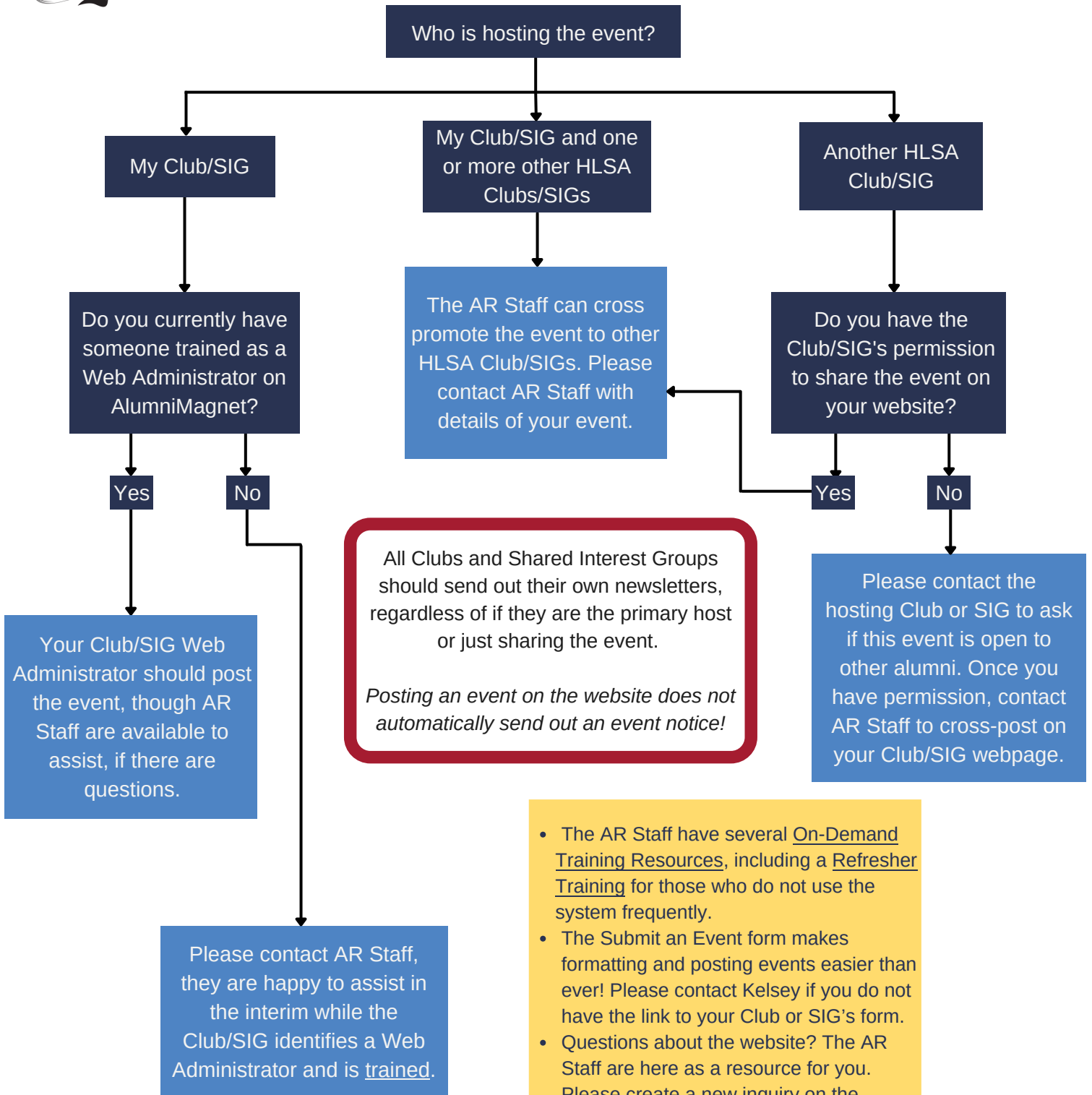




# AlumniMagnet Event Postings: What is the best way to post my event?



All Clubs and Shared Interest Groups should send out their own newsletters, regardless of if they are the primary host or just sharing the event.  
*Posting an event on the website does not automatically send out an event notice!*

- The AR Staff have several On-Demand Training Resources, including a Refresher Training for those who do not use the system frequently.
- The Submit an Event form makes formatting and posting events easier than ever! Please contact Kelsey if you do not have the link to your Club or SIG's form.
- Questions about the website? The AR Staff are here as a resource for you. Please create a new inquiry on the Support Tracker or contact Kelsey Walsh.

## HLS Alumni Relations Staff Contacts

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