Publishing in Timeline – Quick Reference Guide

1. Click Create Tagged or Targeted Post

Tagged: Create an event, tagged by interests for easy filtering, that is open to a wide audience.

Targeted (Group): Create an event, deadline or announcement targeting a specific group of users. Posts only appear on group members' timeline.

Post Details:

2. From

Visible only if user has authority to post for an organization, such as a department or office.

3. Type [For Targeted only]
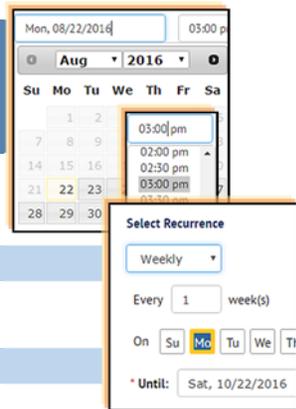
Choose event, deadline or announcement.

4. Title

Use a clear name to describe your event.

5. Start [For Events only]

6. End [For Events only]

7. Deadline [For Deadlines only]

Although the dropdown menu shows 30 minute increments, you can manually enter specific times.

8. Recurrence [For Events & Deadlines only]

Options include Daily, Weekly or Monthly.

9. Location

For off-campus, select Other and type the location.

10. Description

Place the most important information first. In some views, only the first few words will appear.

11. Speaker [For Events only]

Name of the person or people speaking at the event.

12. Audience [For Tagged only]

Intended audience (e.g. Undergraduates, Staff, Freshman).

13. URL

This can point to an external link with details about your event, or to a site where people can RSVP, register, buy tickets, etc.

14. Banner Image

A picture can be added to the top of your post. See the How-To: at timeline-info.princeton.edu for image specifications.

15. Banner Caption

Text that appears below the banner image and is used as ALT text for accessibility.

Publication Details:

16. Interest Tags [For Tagged only]
Targeted Groups [For Targeted only]

Tags help people find your event.

Groups let you select to whom you want to send the post.

17. External Destinations

Destinations are places where posts can be sent, eg: a Drupal website or Facebook page. This is visible only if you have created a Destination. See timeline-info.princeton.edu for details.
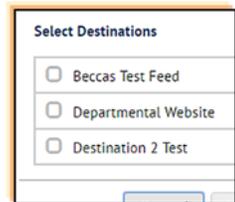
18. Additional Publication Notifications [For Targeted only]

Sends an email or text to everyone targeted to receive your post. Remember to save any changes before saving/submitting post.

19. CC

Sends an email notification to specific people when post is published.

20. Reply To

If an email is sent (thru notifications or cc:), it directs replies back to an email address different than the **From** account.

21. When will the event be published?

Select whether to publish immediately or on a selected date and time.

22. When will the announcement be removed? [Announcement only]

Adds an expiration date to automatically remove the post at a specific time.

23. Save as Draft or Submit

Once posts are saved or submitted, they can be reviewed, modified, cancelled or copied on the My Posts page.

If you do not see an option, it means you do not have necessary permissions. Check out timeline-info.princeton.edu or email timeline@princeton.edu with any questions.

Required	Optional