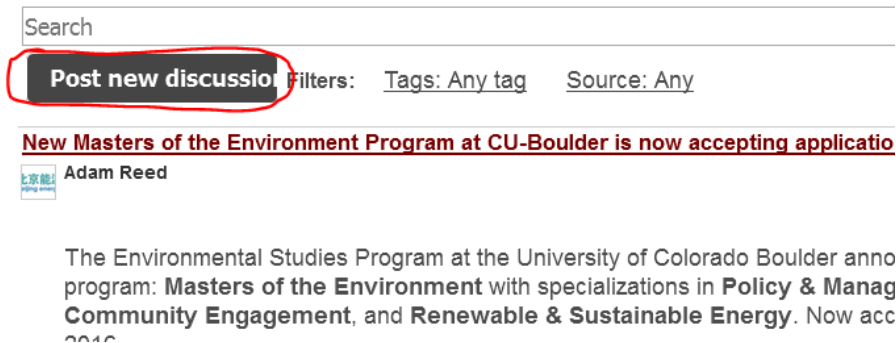


## Creating an Announcement/Discussion/Bulletin Post

### Instructions:

1. Go our Bulletins page: <http://energyclub.stanford.edu/bulletins>
2. Login to your Energyfolks account. See here for detailed instructions or troubleshooting. <http://energyclub.stanford.edu/?p=9429>
3. On the posts page, click “Post new discussion”

### Discussions



4. Follow the prompts to fill out the post form.
5. Some tips:
  - Type up your message in a word processor first, then copy and paste the formatted text.
  - Include a PDF attachment to preserve your formatting for mobile users.

### Troubleshooting:

1. Posts are moderated by each network’s leadership, and they won’t appear on our map until they are approved. Contact [energyclubcontacts@lists.stanford.edu](mailto:energyclubcontacts@lists.stanford.edu) for post approval on the Stanford network.
2. Post not showing up? You can check on it under the Your Posts tab at the top of your screen.

