

# Life @ Fairfield - News & Events

This form should be used to submit student news and event updates to the Life @ Fairfield Orgsync Portal.

## Information

Please select a category from the list below. [Required]

Valid input:

- Select only one choice.
- must select a value.

- Academic
- Arts
- Athletic or Recreational
- Career Development
- Club Meeting
- Community Service
- Cultural
- Fundraiser
- General
- Lecture/Speaker
- Leadership Development
- Performance
- Recreational
- Religious/Spiritual
- Social
- Travel/Trip

Please choose your role from the list below. [Required]

Valid input:

- Select only one choice.

- Faculty
- Staff
- Student

Please select the appropriate category from the list below. [Required]

Valid input:

- Select only one choice.

- Event
- News

The news or event I am promoting has already been created on OrgSync. [Required]

If you are an administrator of an OrgSync Portal, your news and events should be pre-populated within OrgSync before completing this form.

Valid input:

- Select only one choice.

- Yes
- No

Image Upload

Please upload an image to be used as the icon of your event. Event Image Size (215 x 215) (JPEG Only. Please do not upload event flyers.)

## OrgSync Portal Information

Portal Name for the news or event for which you are completing this form. [Required]

## Event Information

Event Title [Required]

Event Date [Required]

Event Start Time [Required]

Event End Time [Required]

Details [Required]

We are unable to upload any document (flyer) files to the news post. Please make sure all relevant information is in this details section. (Please do not write in ALL CAPS)

Event Location [Required]

EMS Reservation Number

Your reservation number must be provided

Valid input:

- Numeric - ex: 1111

Related or explanatory link

Valid input:

- <http://www.myschool.edu>

## News Information

News Title [Required]

Details [Required]

We are unable to upload any document (flyer) files to the news post. Please make sure all relevant information is in this details section. (Please do not write in ALL CAPS)

Related or explanatory Website / URL

Valid input:

- <http://www.myschool.edu>

## Display Info

Display Start [Required]

Please indicate when this news should be posted.

Display End [Required]

Please indicate when this news post is no longer relevant.

## Contact Information

Contact Person [Required]

E-mail [Required]

Valid input:

- [name@myschool.edu](mailto:name@myschool.edu)

Phone (University ext.)

Ex. 0000

Valid input:

- Numeric - ex: 1111
- can not contain any punctuation.
- can not contain any spaces.
- must be between 4 and 4 characters.

Form submitted by [Required]