

# PBS Website Posting Guidance

## ***Event Posting***

If you are interested in posting an event to the PBS website, please email [help@psych.ucsb.edu](mailto:help@psych.ucsb.edu) with the required details listed below. The items in bold are required and the items italicized are strongly recommended.

Please submit your request once you have obtained all the information you want posted. ***If you list TBD as one of the required details, we will not post your event.***

1. **Event Title**
2. **Event Time**
3. **Event Date**
4. **Event Location**
5. *Speaker Name*
6. *Speaker Affiliation*
7. *Event Host*
8. *Event Sponsor*
9. *Event Synopsis/Abstract*
10. *Event Flyer*
11. *Event Link*
12. *Research Area*

---

## ***News Posting***

If you are interested in posting news to the PBS website, please email [newscoordinator@psych.ucsb.edu](mailto:newscoordinator@psych.ucsb.edu) with the required details listed below. The items in bold are required and the items italicized are strongly recommended.

Please submit your request once you have obtained all the information you want posted. ***If you list TBD as one of the required details, we will not post your news.***

1. **Title**
2. **Date**
3. *Image (100 MB limit; png, gif, jpg, jpeg)\**
4. *Image Caption*
5. **Source Link**
6. **Text of news**
7. **Front Page Teaser (1-2 sentences the front page)**
8. *Research Area*

\*Most times we are able to post the image associated with a faculty members profile on the PBS website.