TO POST TO LucieLink and the District home page News/Announcements:
Open the Dashboard by clicking on the link below:
http://lucielink.stlucie.k12.fl.us/wp-admin/

TO POST TO School Website News/Announcements:
Find your login link from this page:
https://schools.stlucie.k12.fl.us/website-login-links/

Click on Posts, then Add New
Type your headline in the title box.
Insert your image using the Set Featured Image link on the right of the page. Make sure that your image is "landscape format" (wider than it is tall).
Type your copy in the text box, click on Submit for review. And you're done!
If you have more than one photo, other photos can be placed within the article, just be sure to set the "featured image" as well, because this is the one that is displayed on both the front of the website and in the LucieLink newsletter.

PLACEMENT GUIDELINES:
All submissions will be posted in LucieLink, unless there are multiple submissions for a school that would cause the newsletter to be too large for the week. In this case, the submission will be delayed until the next issue. Our suggestion is to post all your news to your school website, and pick one each week to be posted to LucieLink.

TEXT GUIDELINES:
Use first and last names when identifying students.
Use numerals in describing grade levels such as 5th grade, spell out fifth.
Be sure to identify your school name in your body copy and headline, and do not use possessive pronouns, such as "our school" or "our children", instead use "the school" or "the students", and use "student" instead of "child."

PHOTOS:
BE SURE THAT ALL STUDENTS ARE CLEARED FOR PHOTO RELEASE. This designation is tied to the student's application; there is NO NEED for additional forms. Please check with your data specialist to get a report for students at your school that are NOT released for photos. If a student is marked NOT released, their photo CANNOT be used for any websites or newsletters.

Some good tips for photographs:
- Get as close to the subjects as possible, this eliminates the need to crop the photo.
- Make sure the light source is behind the photographer, not behind the subjects, and use a flash whenever possible.
- Have multiple subjects group in two or three rows so the photo does not have to be as wide in order to include everyone.
- Take care when using a phone to take the photos, as they may appear muddy online.
- Resize photos (if you can) so that one of the dimensions is no larger than 1200px (but do not distort or warp the the picture, resize it keeping the relative dimensions.

If you have ANY questions, or need help, please don't hesitate to get in touch with me. webmaster@stlucieschools.org

** St. LUCIE SCHOOL DISTRICT RESERVES PUBLICATION AND EDITING RIGHTS **