

# CHECKLIST FOR POSTING ON FHNTODAY.COM & FHNGAMEDAY.COM

Before your web story, GIF, soundslide, photo gallery, or video can be published to fhntoday.com, you must complete the following items. Check each item off of your list as you go. More directions and tutorials are on FHNToday.com/resources.

## 1. LOGIN TO EITHER SITE

Login to either site at [FHntoday.com/admin](http://FHntoday.com/admin) or [FHNgameday.com/admin](http://FHNgameday.com/admin)

## 2. WRITE HEADLINE

Web headlines are straight-forward and matter-of-fact with searchable words. All headlines need to have all words capitalized with a few exceptions (and, for, to, as, an, on, of, the).

*Example of news headline: Prom Tickets Go on Sale*

*Example of opinions headline: Students Should Take Notice of the Sheep in Paris*

It gives an opinion in the headline, as well as the subject, "sheep."

*Example of features headline: Festival of the Little Hills Hits Main Street This Weekend*

*Example of sports headline: Boys Varsity Volleyball Wins Districts*  
"Boys" is capitalized because it's the first word of the sentence. "Varsity," "Volleyball," and "Districts" are capitalized because of AP style.

## 3. INSERT STORY

Copy and paste your story from google docs, or wherever you've saved it. Make sure the story is single-spaced, make sure there are no indents (tabs), and that you have edited your story thoroughly. Each paragraph should be spaced apart once.

## 4. INSERT PICTURE WITH CAPTION

Directions are on [fhntoday.com/resources](http://fhntoday.com/resources). The first sentence of the caption should be in present tense, describing what is going on in the picture. The second sentence can give additional information in past tense. Photo credits are in parentheses, all lowercase, all italics, following your caption. Below are some examples of correct photo credits:

*(submitted photo)*  
*(photo by ashleigh jenkins)*

## 5. CATEGORIZE

If any of the category boxes apply to your story or multimedia piece, check them.

*For example, if you wrote a news story on Black and Gold day, you would check the appropriate boxes: News, Black and Gold day. Uncheck "Uncategorized."*

## 6. TAG

You must tag each source or person quoted or mentioned in the story. Also include a few words on the topic of the story like "Science Club", or "Black and Gold day", etc.

Also Tag the same items you checked under categories.

## 7. SET FEATURED IMAGE

Directions for this are on [fhntoday.com/resources](http://fhntoday.com/resources). Featured image size on FHntoday is 620x400 px. Make sure you crop the photo in Photoshop or on [Resizeyourimage.com](http://Resizeyourimage.com). FHNgameday's Featured image size is 527x266 px. Instructions on cropping an image are on [FHNToday.com/resources](http://FHNToday.com/resources).



1. Open the image in Photoshop, and select the crop tool.



2. Using the crop tool, enter width: "620 px" and height "400 px"



3. Make a selection by dragging across the image. The size of the selection will automatically crop the image to 620x400. Hit "Enter" and save the image. Then upload the photo to your post using the "Set Featured Image" button.

## 8. CHANGE POST STATUS TO PENDING REVIEW

If you don't change the status to "Pending Review," the person who approves stories will not know there is a story they need to publish. This is the most important step. After selecting Pending Review, be sure to click 'save as pending'.

