

BMH Announcements – a guide for moderators

The Announcements system provides a useful channel for staff and students in BMH to send out targeted messages in a formatted email to colleagues across the Faculty.

The Internal Communications team have produced a guidance document with advice for users to ensure they choose the most appropriate message type, category and target audience.

The following points provide additional guidance for moderators in order to bring consistency to all Announcements.

When moderating Announcements...

1. Although users are encouraged to proof read their message before submitting it, moderators are asked to check for spelling/grammar errors in any announcements they are sent for approval.
2. While one or two typos can be amended by the moderator, it may be necessary to contact the sender and ask them to amend their message before it is moderated.
3. Please check any hyperlinks in Announcements (right click and choose 'open in new tab/window' to avoid navigating away from the Announcement). If there is a problem with the link, please contact the sender and ask them to amend it.
4. If you are rejecting several audiences please contact the sender and let them know why and, if appropriate, what action they can take to resubmit the message for approval. If you feel the message's content is not appropriate for distribution via the Announcements please contact the [BMH Internal Communications Team](#).
5. The criteria for Faculty or School Bulletins are listed below:
 - Where there will be an impact on daily work (i.e. IT issues /strike info)
 - In case of an emergency (Building/weather/incident related)
 - A significant issue affecting all Faculty staff
 - Important Faculty wide messages from the Dean or School wide message from Head of School/Head of School Operations
 - Division bulletins should be sent when the message is relevant to one or two Divisions or is sent by the Divisional head.

Please consider messages submitted as bulletins carefully against the above criteria.

6. Faculty events:
 - Events and seminar series organised by the Faculty should be first advertised via the Columba system, not the Announcements. However 'reminder' messages for smaller audiences or invitations to submit abstracts will be approved.
7. Content that should not be approved:
 - External events where The University of Manchester is **not** a partner or **does not** have significant involvement
 - Repeated content – unless otherwise agreed with the moderators, messages will only be sent **three** times
 - Personal ads - these are more appropriate for [The Marketplace](#)
 - Requests for general/student accommodation although accommodation requests for visiting academics will be accepted

If you have any queries regarding the Announcements System, please contact BMHCommunications@manchester.ac.uk