



# THE LEADER BOARD

## Tips & Reminders

- **Every Department has one or more people assigned to post content to the Leader Board.** For login information, contact Communications.
- **Leaderboard opens for new submissions on Monday afternoons.**
- **Always ensure that all dates and information in your post are accurate.** We can make edits after the Leaderboard is published, but many leaders read and share the Leaderboard as soon as it is posted and will not see your changes later. Submissions will not be added after Friday.
- **Keep content concise!** School leaders are busy, so quick content always works best. Get to the point, and avoid long and wordy submissions. If you need help editing your content, contact Communications to help you identify the best way to shorten your message.
- **Only use the required actions page for information that requires immediate action from our District Leaders.** Leaders say they're more likely to read content in the chief's sections, so if you have something of high importance, consider asking your chief to post it.
- **Set reminder expirations for repeated content.** Your submission will remain in the reminders section until it expires, so there is no need to repeat announcements every week. If we notice your post is in the reminders, it will be removed from the main sections unless there is a new update.
- **Always make your dates red so they stand out.**
- **Target specific audiences by checking the boxes at the top for grade level and job role.**