



Project Planner

List a project, initiative or grant on the University's Web site.

Please e-mail your completed form
and images to webeditor@shu.edu.

Your Name and E-mail:

Department or Office:

Summary: a one sentence description

Keywords/Tags:

Seton Hall University

Search:

[Find People](#) • [A-Z Index](#) • [MyWeb](#)
[Current Students](#) • [Faculty & Staff](#)

[About SHU](#) [Admissions](#) [Academics](#) [Offices & Services](#) [Athletics](#) [News & Events](#) [Catholic Mission](#) [Give to SHU](#) [Alumni](#)

Project, Initiative or Grant Name:

Details:

Rich Text Formatting:

You can use some rich text formatting in the **Details** field.

Bold:

Ctrl + B (Windows)
Cmd + B (Mac)

Italics:

Ctrl + I (Windows)
Cmd + I (Mac)

Alternatively you can draft text in Microsoft Word and paste it into this form. Most formatting will be preserved.

Project Updates and Announcements:

- **Aliquam Aliquet, Est a Ullamcorper Condimentum**
Tellus nulla fringilla elit, a iaculis nulla turpis sed wisi. Fusce volutpat. Etiam sodales ante.
- **Nunc Porttitor Nunc a Sem**
Sed sollicitudin velit eu magna. Aliquam erat volutpat. Vivamus ornare est non wisi.

**See Page 2 for
Additional
Instructions**

Notes or Special Instructions:

Instructions

1. Required fields have **red** labels.
2. Complete all required fields. The request will be returned to you otherwise.
3. E-mail the completed form to webeditor@shu.edu along with any artwork or photography. Do not e-mail the files separately.

Limitations

1. The vast majority of projects are posted within 1 business day. Allow up to 3 business days for the request to be processed.
2. All policies will be listed on your department or office's home page. You do not need to make a special request for your policy to appear on this page.
3. Listings other than those specified above will be honored on a best-effort basis given the priority of the page owner and availability of the space.

Required Field Descriptions

- **Project, Initiative or Grant Name:** the full name of the project, e.g., Banner Enterprise Resource Planning Project.
- **Summary:** a one sentence description of the project.
- **Keywords/Tags:** terms used by search engines to match a project with a user's search.
- **Details:** as the label implies, the full details of the project.

Please e-mail your completed form and any images to webeditor@shu.edu.

Additional Listings: List additional locations — e.g., your Division's Web site — where you want the project listed. Subject to approval.

Frequently Asked Questions and Common Scenarios

How do I put links in the Details field of my policy?

To include a hyperlink, quote the text you want linked and type or paste in a URL after it. Example:

'Seton Hall University' <http://www.shu.edu> is 14 miles from New York City.

This statement would appear in final form as: "[Seton Hall University](http://www.shu.edu) is only 14 miles from New York City." Note that only the **Details** field can display links.

How long will you list my project?

Listings are permanent and are only changed or removed at the request of the originating office.

How do I make changes or corrections to a project that I've previously submitted?

If the changes are few in number, e.g., typos, print out the page, mark your changes and send it to the Web team through campus mail. Otherwise, please make the changes in a new project form and resubmit. See also the next question.

How do I submit project updates and announcements?

Use the Announcement Planner form to add updates to the project. In the **Special Instructions** field on the announcement planner, be sure to request that the Web team add the announcement to your project.

How do I get my project listed on another office's Web site?

In the **Additional Listings** field, type the name or URL of the page on which you would like the project listed. Listings on pages other than your department or office page must be approved by the page owner and may be constrained by availability of the requested space.

How do I handle a special request you haven't covered?

Type the request in the **Special Instructions** field. If we have questions or can't accommodate you, we will contact you.