

Thank you again for being an Educational Partner for WI SHRM. As one of your benefits you are able to submit a monthly article for our eblast that goes out approximately the 10th of each month to our membership. Please mark your calendars of the due dates for your articles to be included each month. Below the dates is the instruction to be able to upload your article. There is a different folder for the Forward HR articles but those deadlines are listed below as well. You will be receiving a reminder email from me each month to submit your articles.

<u>Month</u>	<u>Deadline</u>
January	December 29, 2017
February	January 29, 2018
March	February 28, 2018
April	March 29, 2018
May	April 29, 2018
June	May 29, 2018
July	June 29, 2018
August	July 29, 2018
September	August 29, 2018
October	Off Month due to conference
November	October 29, 2018
December	November 29, 2018

Forward HR deadlines – instructions for uploading and word count will be sent the month prior to the deadlines

Spring Forward HR deadline for articles – January 15, 2018 (Theme – Mission Possible)

Fall Forward HR deadline for articles – June 15, 2018 (Theme – Choose Your HR Adventure)

Please follow the directions below to upload your **monthly** articles for 2018. Please make sure you are submitting your articles in **Word format**. If you have any questions please reach out to me.

- The monthly e-link to drop your files has been setup. Please upload articles to this link: <http://wishrm.org/index.php?module=express&cmd=fileviewcategory&id=270&sub=271>
- Ensure the folder is the “**Current Month**” folder before you click the ‘upload files’ button in order for your file to be uploaded correctly and not be missed. In the [2018 e-blasts folder for Partner Upload Articles](#)
- As a reminder, please include YOUR BUSINESS NAME and a “newsletter blurb” at the end of your article. The blurb is your recommendation of what you want readers to see first before they click on the link to read your article further. Get creative as this is your chance to entice readers to get hooked on your content and “click” to read more.
- ***Please ensure that the article title you type into the upload box does not have special characters (#%*&, quotations, &, hyphens, etc.). Special characters lock the drop file, so no one can access that file folder. It is okay to have it in the document you upload. The title that is in the document will be the title I use. So do not fear, the special characters will not be lost in the e-blast. This is solely for the submission of your article in the drop link. Let me know if you have questions.

Lisa Henke, Partner & Sponsorship Director

Email: lhenge@co.walworth.wi.us