



Club/Society Contributor's Guide:

How to Write and Submit Articles/Posts and Organize Upcoming Events, Workshops, Volunteer Projects, or Career Fairs on www.unitoday.lk



❖ Introduction

Welcome to unitoday.lk – Sri Lanka's first and only digital platform dedicated to university students! As a university club or society, your contributions are vital in creating an engaging and inclusive space for students to share their stories, news, and achievements.

This document will guide you step by step on how to register, create an account, and write articles or news posts on UniToday.lk. Whether you're sharing your club's or society's article/post, or promoting your club's/society's event, workshop, volunteer project, or career fair, this tutorial will ensure you can navigate the platform with ease.

If you face any issues or have questions, feel free to reach out to us via:

- Email: Unitoday.lk@gmail.com
- WhatsApp: +94 72 858 4321

Let's get started!

Step-by-Step Guide to Write an Article/Post

❖ Step 1: Visit the Website

1. Open your preferred browser and go to www.unitoday.lk.
2. In the upper right corner, you'll find a **SIGN UP** button.

✉ join@unitoday.lk

A DIGITAL UNIVERSITY MAGAZINE

Guide to Posting Articles on UNI Today



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❖ Step 2: Register as a New User

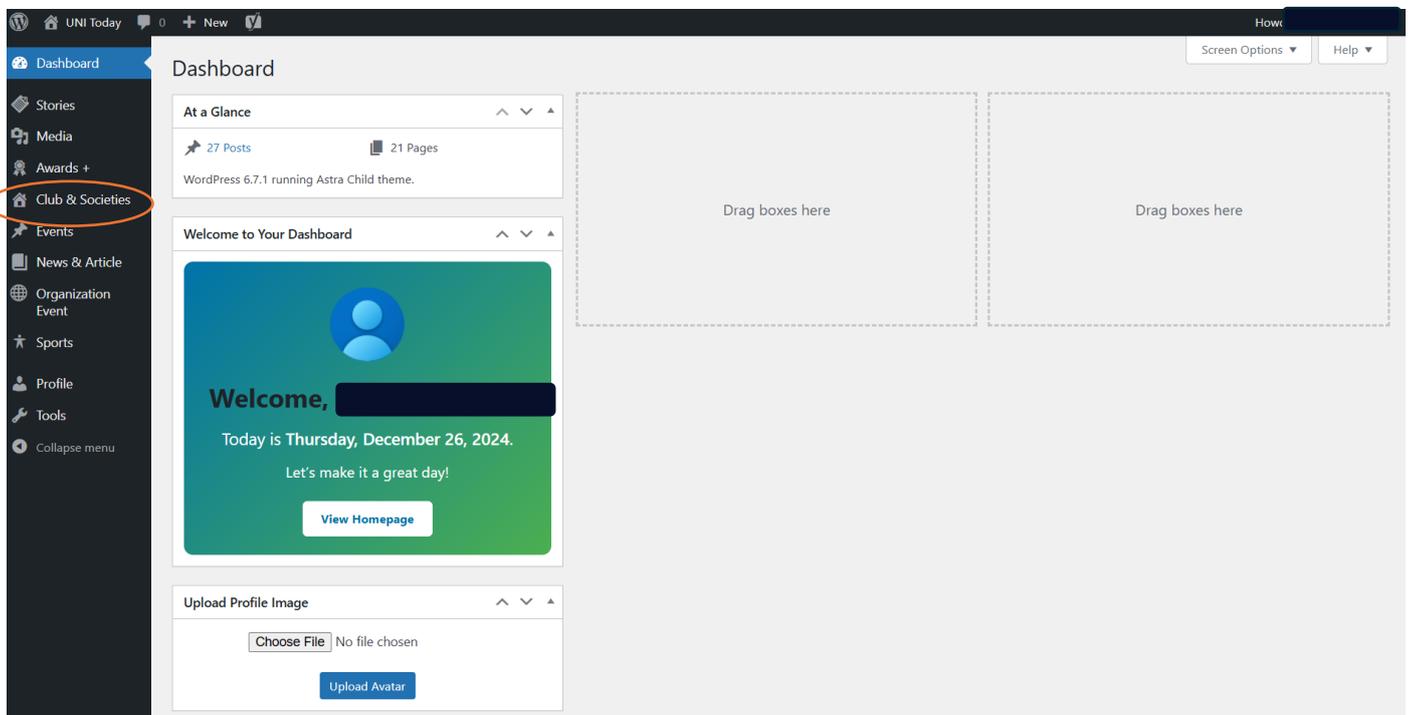
1. Click on **SIGN UP**.
2. Choose **REGISTER** (if you're a new user).
3. Fill in the required details:
 - Your Club's or Society's Name
 - Username (e.g. Colombo_ICC)
 - Email Address
 - Password
4. Select your university from the dropdown menu.
5. Click **Register** to create your account.
6. Once registered, you will be redirected to your personal article-writing dashboard.



This screenshot shows a 'Log In' form. At the top, there are two buttons: 'LOG IN' (circled in red) and 'REGISTER'. The form has a title 'Log In' and two input fields: 'Username or Email' and 'Password'. Below the fields is a dark blue button labeled 'Log In'.



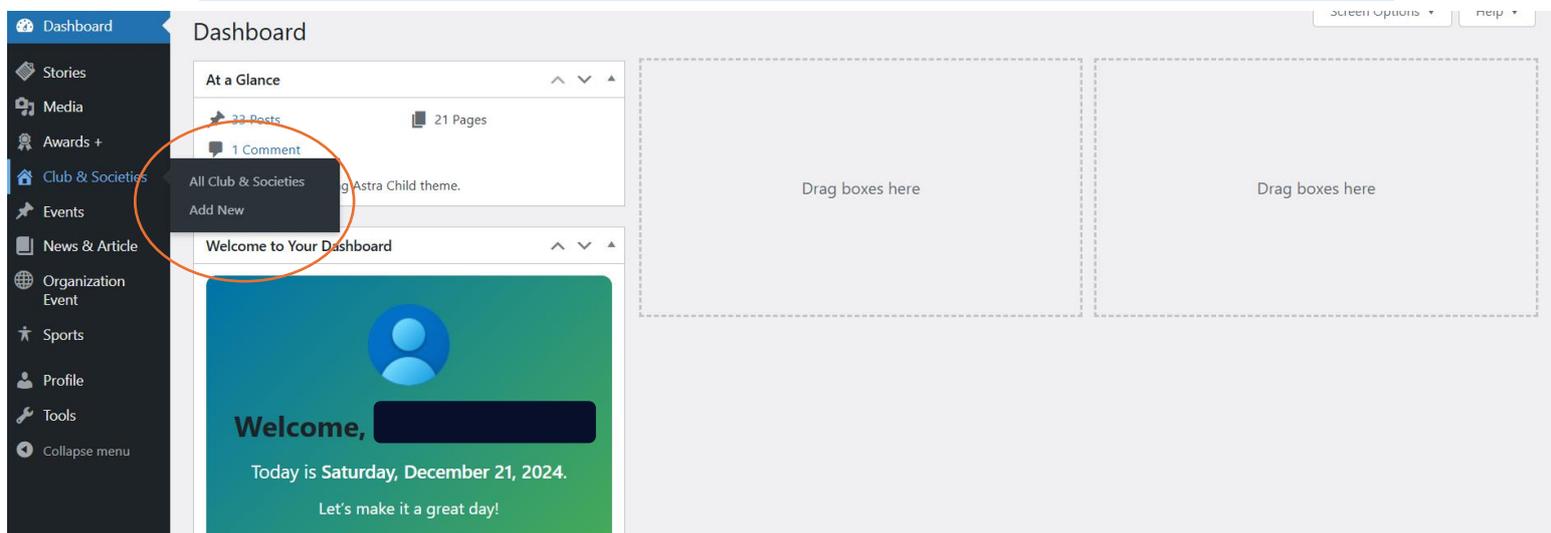
This screenshot shows a 'Register' form. At the top, there are two buttons: 'LOG IN' and 'REGISTER' (circled in red). The form has a title 'Register' and several input fields: 'Name', 'Username', 'Email', and 'Password'. Below these is a dropdown menu for 'Campus' with the text 'Select Your University...'. At the bottom is a dark blue button labeled 'Register'.



❖ Step 3: Accessing the Article-Writing Page

1. On your dashboard, look for the **Club & Societies** icon on the left sidebar.
2. Click on that, and you'll see two options:
 - All Club & Societies
 - Add New
3. Select **Add New** to start writing your article.

- All Club & Societies: View and manage previously written posts.
- Add New: Create a new article.



- As you can see, there are also several other categories like **Stories, Media, Awards, Events, and News & Article**.
- You can write articles/posts under these categories as well.
- To do so, you must make sure to click the related icon for the category before following the same process mentioned below.
- Then, you can proceed with the same process.

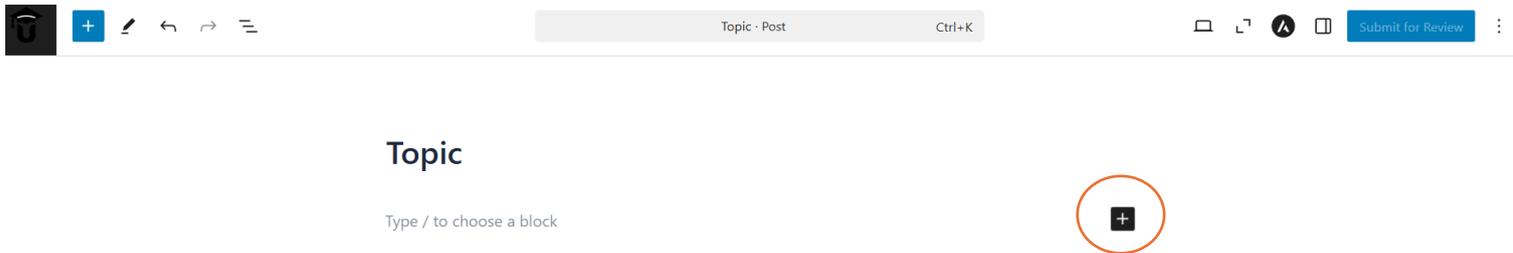
❖ Step 4: Writing Your Article

1. You will be directed to your own WordPress blog editor page.
2. At the top, you'll see a field labeled **Auto Draft**.
 - Replace this with your article or news title.

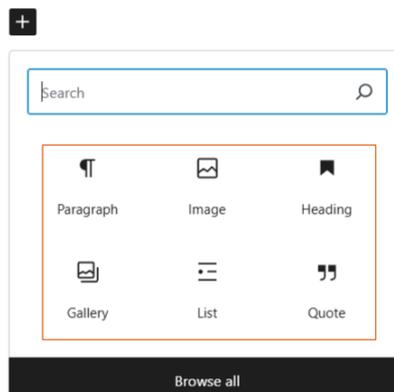


❖ Step 5: Adding Content

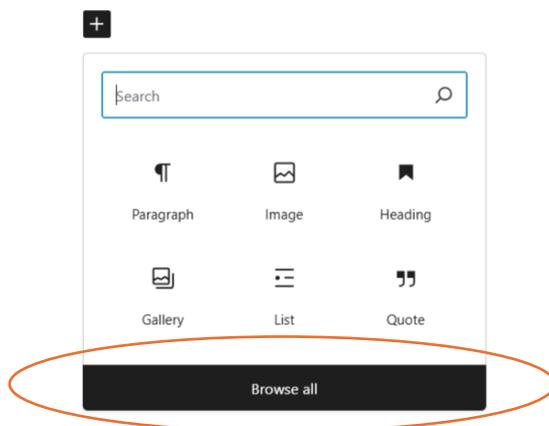
1. Below the title field, click the + icon to add content.



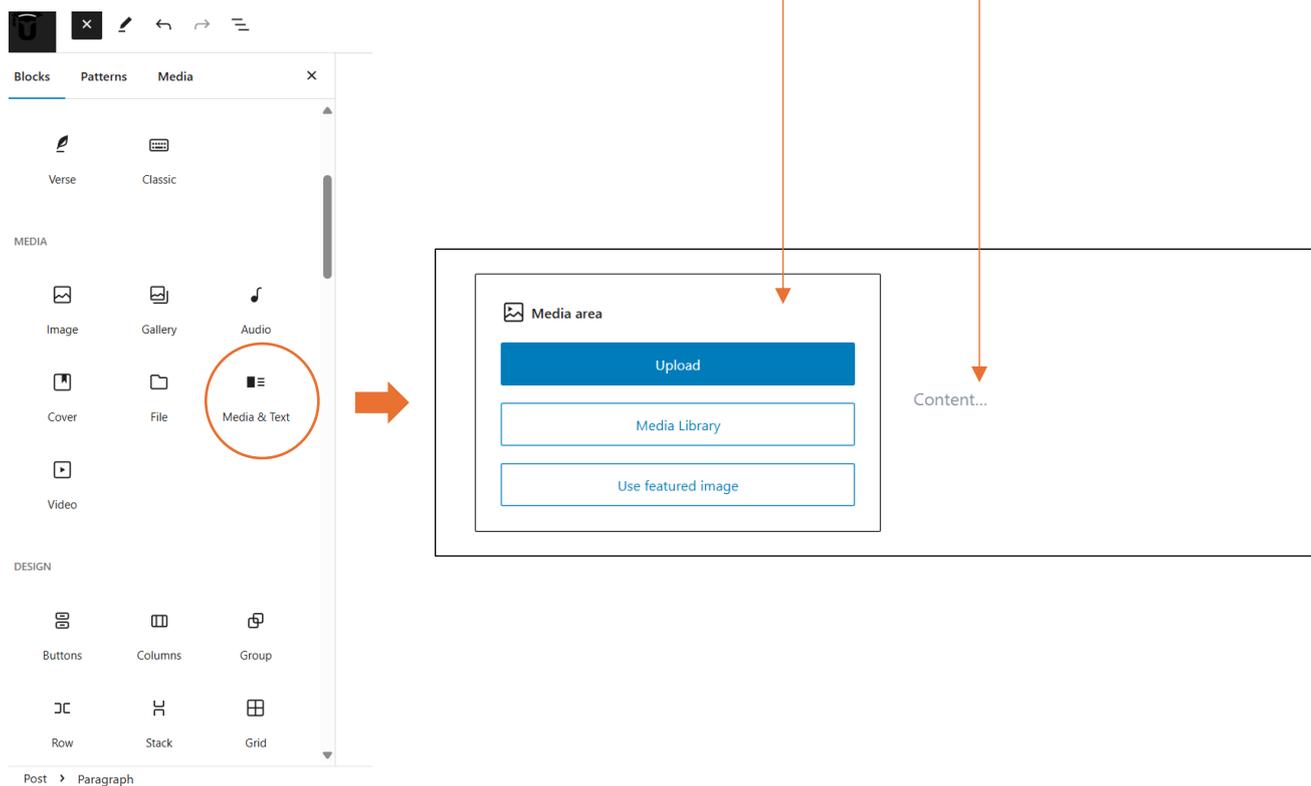
2. You will see six basic content options, such as:
 - **Paragraph:** Used for adding regular text content, typically forming the body of your article.
 - **Image:** Allows you to insert and display images within your content to complement your text.
 - **Heading:** Helps to create section titles or subheadings (H1, H2, H3, etc.) to organize your content and improve readability.
 - **Gallery:** A block for showcasing multiple images in a grid or slideshow format.
 - **List:** Allows you to create ordered (numbered) or unordered (bulleted) lists to present information in a structured format.
 - **Quote:** Used for displaying a block of text from a source, often styled differently to highlight the quote.



3. For additional content formats, click on **Browse all**. This opens a variety of layout and formatting options for your post.



○ Use the **Media & Text** format to seamlessly add images and text side-by-side.



○ You can undo your previous task by clicking this icon.



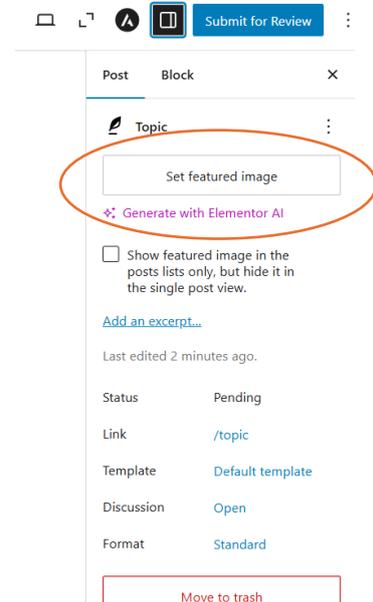
❖ Step 6: Setting a Featured Image

1. On the right-hand side of your blog editor, click the Sidebar Icon (it looks like a table).



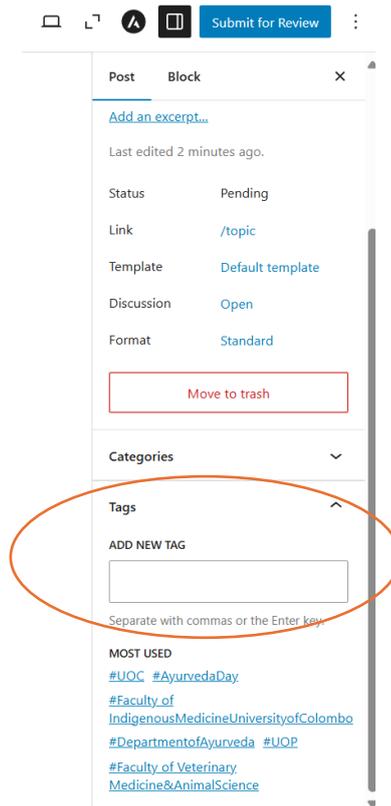
2. In the sidebar, locate the **Set featured image** button

3. Upload a relevant image here – this image will serve as the background for your article's title on the unitoday.lk homepage



❖ Step 7: Adding Tags (Optional)

1. In the same sidebar, find the **Tags** section.
2. Add relevant hashtags to make your article more discoverable (e.g., #UOP, #IEEE #FacultyofArts).



❖ Step 8: Submitting for Review

1. Once your article is complete, click the **Submit for Review** button in the upper right corner.
2. Your article will be sent to our admin panel for approval.



❖ Step 9: After Submission

1. Once approved, your article will appear on www.unitoday.lk
 - You can check out other articles written by fellow students for inspiration!

Step-by-Step Guide to Organize an Upcoming Event, Workshop, Volunteer Project, or Career Fair

We know that clubs and societies frequently organize events, workshops, volunteer projects, or career fairs. To help showcase these, we've introduced a brand-new category called **Organization Event**. Using this category, you can display your **upcoming** events, workshops, volunteer projects, or career fairs.

To give you a clearer idea, your club/society's articles/posts will appear under the Club & Society category on our website. However, if you're planning to organize an upcoming event, workshop, volunteer project, or career fair, we suggest using the Organization Event category.

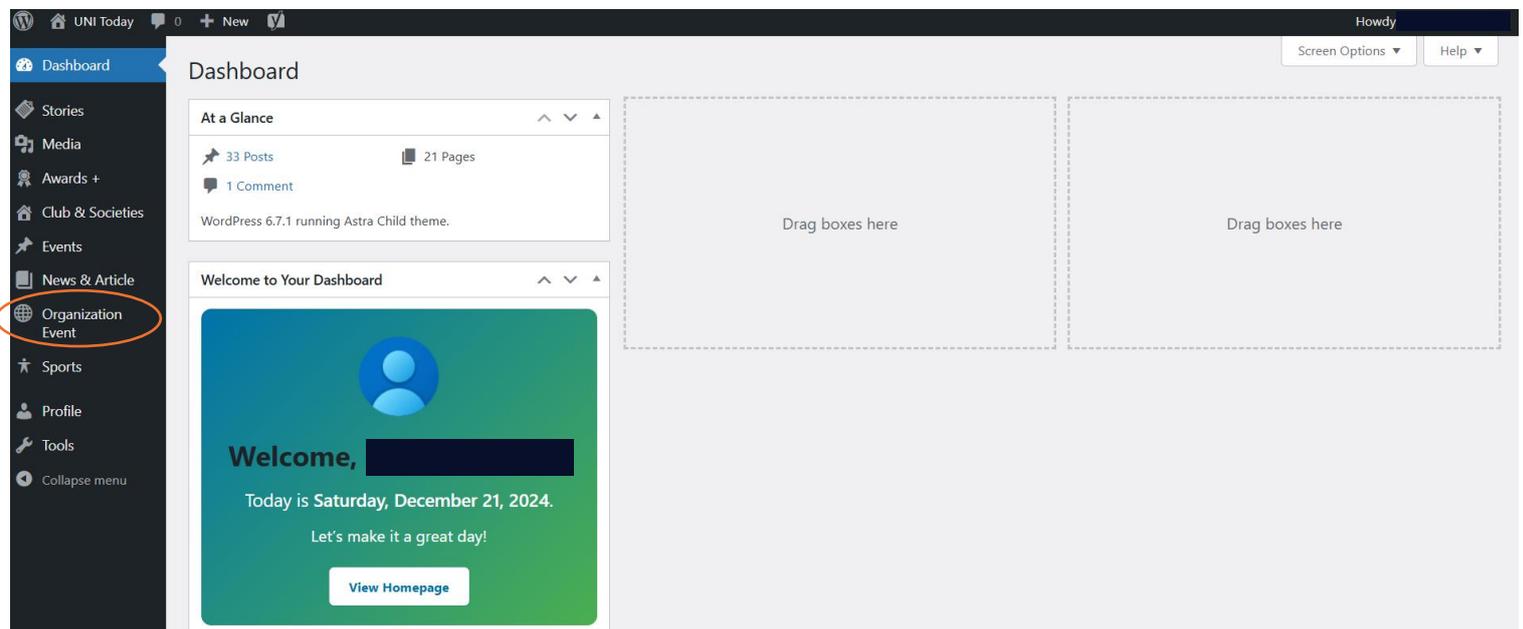
By doing so, your upcoming event will be featured at the top of our homepage.

Not only that, but you can also share all the necessary details, including registration links, event websites, ticket prices, and more.

Once again, please note that this category is specifically for **upcoming events only**.

❖ Step 1: Accessing the Event-Writing Page

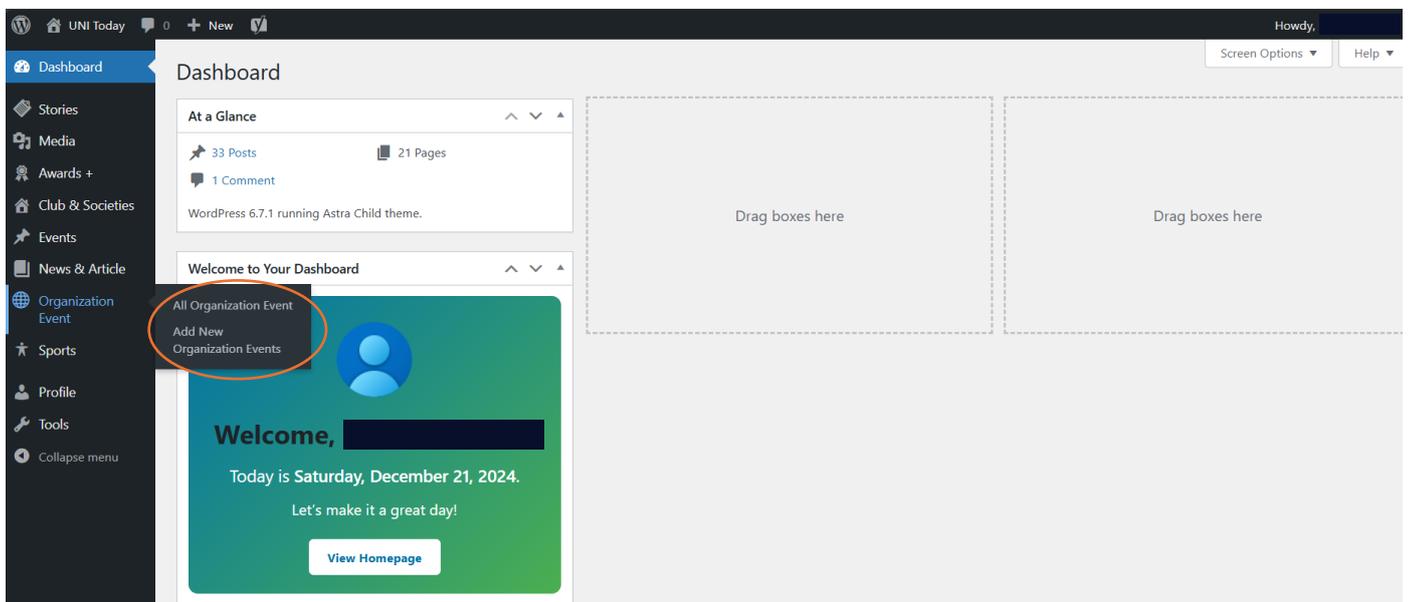
1. On your dashboard, look for the **Organization Event** icon on the left sidebar.



2. Click on that, and you'll see two options:

- All Organization Event
- Add New Organization Events

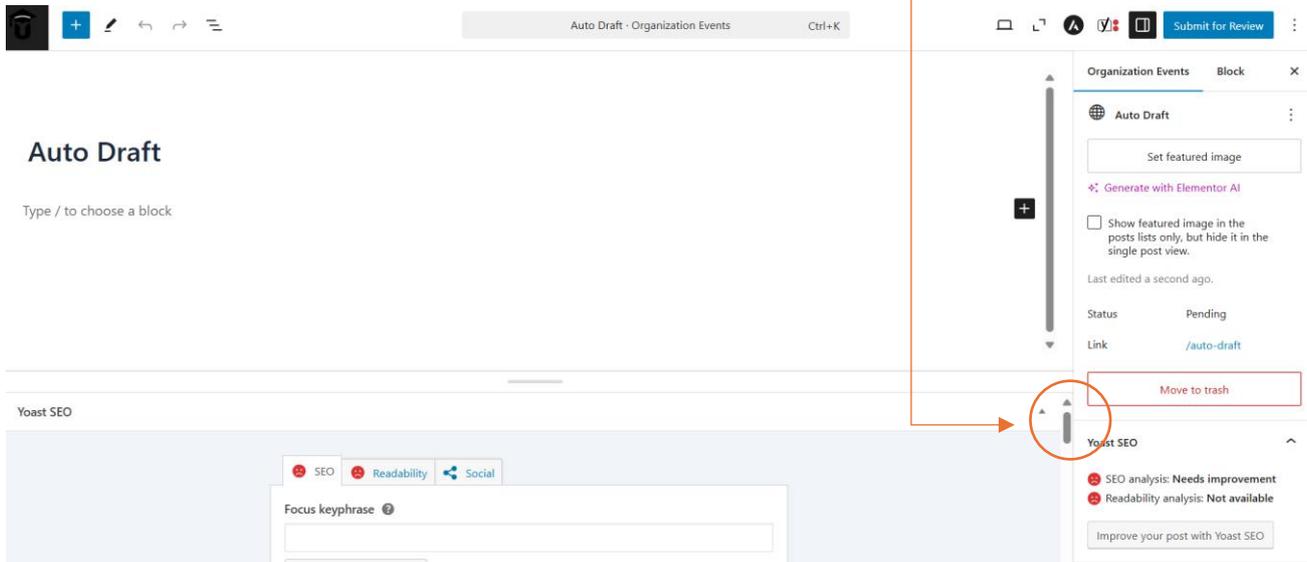
3. Select **Add New Organization Events** to organize the event.



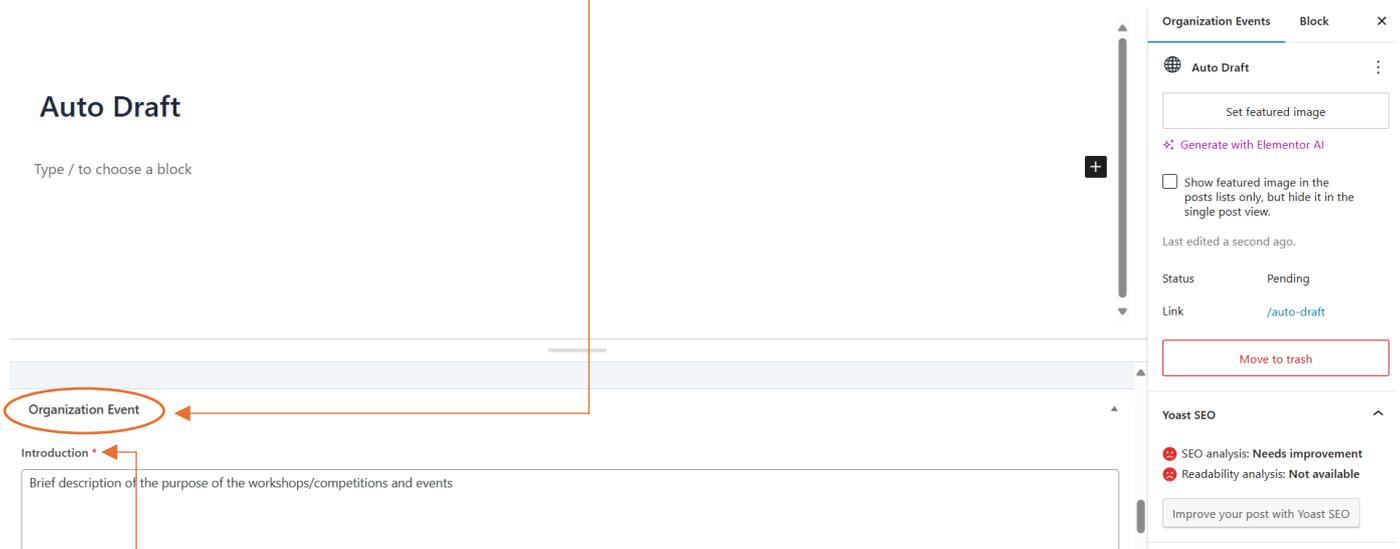
- ❖ **Step 2:** You need to follow steps 4 to 7 using the same process as outlined in the Step-by-Step Guide to Write an Article.

❖ Step 3: Adding the Necessary Details

1. In the image below, you can see the icon inside the orange circled.



2. Click on it and scroll down until you see the subtopic called Organization Event.



3. Under this subtopic, you will find fields such as **Introduction**, **Contact Person Name**, **Contact Email**, **Contact Mobile**, **Post Type**, **Start Date**, **Time**, **Description**, **Venue**, **Poster or Media**, **Event Website**, and **Registration Link**.

4. Some of these fields are marked with a red star (*) . The fields marked with a red star are mandatory and must be filled out.

5. Fill in those fields and continue from step 8, following the same process as outlined in the Step-by-Step Guide to Write an Article.

Due to concerns regarding fraud and security, you cannot directly place registration or other links in your event posts. First, your club or society must formally contact us via email at join@unitoday.lk.

Please ensure you use your club or society's official email address (Gmail). If you are using a personal email, you must introduce yourself, clearly stating your position on the main board of your club or society.

Once you contact us, we will reach out to confirm all the necessary details. If you provide the required documents confirming the event, we will grant you the option to add links to your event post. Otherwise, you can still organize and post the event, but without the ability to include registration or other external links.

❖ Additional Resources

- For detailed WordPress tutorials, you can refer to helpful videos online. We recommend starting with this video:
https://youtu.be/nKxQEs2gaqg?si=pUNuG4Wlh_rbeUt1
- Remember, UniToday.lk is your platform to share your university life – **use it responsibly and creatively!**

❖ Need Help?

If you have any questions or need support:

- **Email:**
join@unitoday.lk
unitoday.lk@gmail.com
- **Phone**
+94 72 8584 321
+94 77 4166 098
- **WhatsApp**
+94 72 8584 321

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Let's make it count together!



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