

MHC Message Board **Instructions and Layouts**

Mental Health Connection is excited to introduce the new MHC Message Board; an additional way for you to communicate your messages and announcements during this environment of virtual connection!

What is the Message Board?

An MHC email, sent on the 20th of every month, that includes only MHC member messages and announcements, sent to MHC's full email list of 1,000+ subscribers.

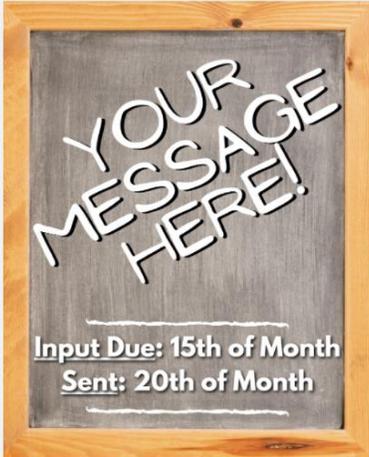
I'm an MHC Member, so how do I get started?

- 1) **Determine what message or announcement** you'd like posted. Some types to consider...
 - Trainings, Events, Job Openings, Activities, or New Services
- 2) **Provide copy (text), imagery, and links to Bobbie Warner** (bwarner@mentalhealthconnection.org) by the **15th of the month** (you're also free to design your own, but please keep it to a similar size as the below example).

Guidelines for Posting Messages:

- Posts will include only **current** and/or **changing information** or event(s).
- Posts will appear a **maximum of 2 consecutive months**.
- Posts will be by and about **MHC Member organizations only**.

Layout Example:



Input Due: 15th of Month
Sent: 20th of Month

[ANNOUNCEMENT]

Provide dates, times, links, and more information here in regards to your announcement, message, or event.

[DATE]
[TIME]

[CLICK HERE](#)

If you'd like an image or logo included, please provide it in .jpg form.