

Daily Notices – A Simple Guide

Don't know [how to add a notice to KAMAR](#), please click the preceding link.

If you have students creating a poster / notice for you, [they MUST use this](#).

Keep it short!

The slides only display for 10 seconds and have images on them to indicate what a given notice is). Long notices will be shortened in the slideshow version (you have been warned).

Timing is everything

Here are the **deadlines**:

- **Monday's Slideshow -12:00 pm Sunday**
- **Tuesday to Friday – 3:00 pm the preceding day**

Landscape, landscape, landscape!

If you are providing content (eg: posters) – please ensure that they are either 16:9 (slideshow) or **landscape** so that the space on the slide is maximised. Effective notices have minimal text where the text is large and easy to read.



Less is more

If your notice is for a regular group / event – it should only appear twice in a given week. Eg: if you group meets on a Monday; the notice might appear on the preceding Friday and then on the Monday.

Tips for Success

- Type your notice in Word first and spell check it before posting on KAMAR. Once it's on KAMAR, it's also on the Massey High Website for the whole world to see.
- If you want to share a website link and it's quite long, [shorten it](#).
- Once again, keep it short! State who the meeting / event is for, where it will be and when it is happening (day / date, time, location)