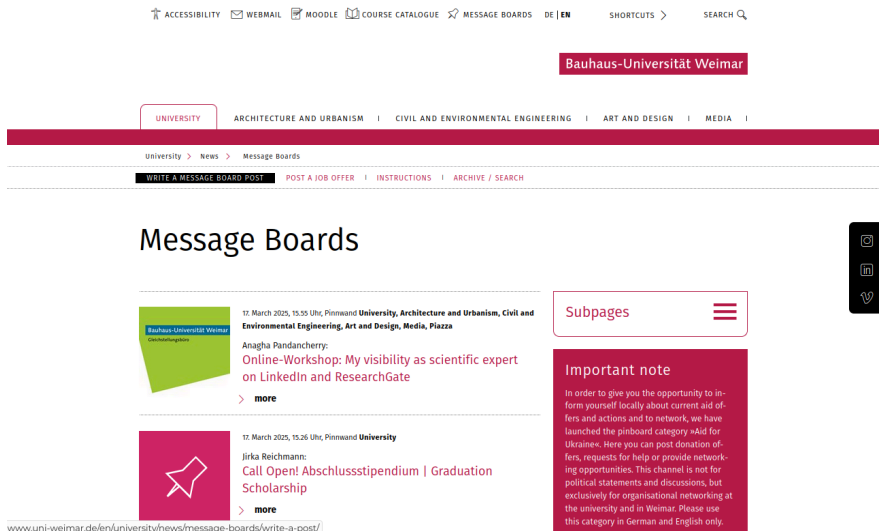




How to Add Content to the Infoboard

The Infoboard is an infoscreen located in the M18 building, automatically fetching content from the Bauhaus-Universität Weimar "Pinnwand" (message board). It serves as a digital pinboard where anyone from the university can post messages. This tutorial will guide you through the process of posting content that appears on the Infoboard.

1: Log-In



1. Navigate to the message board website:  [Bauhaus-Universität Weimar: Message Boards \(https://www.uni-weimar.de/en/university/news/message-boards/\)](https://www.uni-weimar.de/en/university/news/message-boards/) .
2. Click on **"Write a Message Board Post"**.
3. Choose one of the following login options:
 4. **Using Login:** Log in with your university credentials. Your name will appear next to the post, and it will be published instantly.
 5. **Guest Post Without Login:** Use an M18 email address (e.g.,  stuko@m18.uni-weimar.de

(mailto:stuko@m18.uni-weimar.de) "). These posts require approval by the SCC, which can take up to two days.

2: Title, Post, and Tag

UNIVERSITY

ARCHITECTURE AND URBANISM | CIVIL AND ENVIRONMENTAL ENGINEERING | ART AND DESIGN | MEDIA |

University > News > Message Boards > Write a Message Board Post

New Pinboard Post


Your post

Title *

New infoboard in Action

Post *

Visit the M18 to check out our new infoboard.



1. **Enter a Title:** Choose a concise and informative title for your post.
2. **Write Your Post:**
 3. Keep the content within **800 characters** to ensure full visibility on the Infoboard.
4. **Select the Correct Tag:**
 5. Check "**StuKo: Student Government**" in the Pinboard section.



Warning

Achtung

Pinboard

Please select *

- | | |
|---|---|
| <input type="checkbox"/> University | <input type="checkbox"/> SCC |
| <input type="checkbox"/> Aid for Ukraine | <input type="checkbox"/> Languages |
| <input type="checkbox"/> Architecture and Urbanism | <input type="checkbox"/> Library |
| <input type="checkbox"/> Civil and Environmental Engineering | <input type="checkbox"/> Piazza |
| <input type="checkbox"/> Art and Design | <input type="checkbox"/> Housing / Accommodation |
| <input type="checkbox"/> Media | <input type="checkbox"/> International |
| <input type="checkbox"/> Offering / Seeking | <input type="checkbox"/> Carpooling |
| <input checked="" type="checkbox"/> StuKo: Student Government | <input type="checkbox"/> Internships and job offers |
| <input type="checkbox"/> University Sports | |

Make sure that **StuKo: Student Government** is selected, only then your post will appear on the Infoboard.

3: Add an Image

Images and documents

Confirmation ☐ I hereby certify that I am the sole author of this material and/or possess all proprietary rights of use and exploitation. To the extent that this contains images of persons, I expressly declare that all personal rights are protected.


Images and documents [Upload files](#)

You can drag & drop files from your desktop here.
Permitted file types: GIF, JPG, JPEG, TIF, TIFF, PNG, SVG, PDF
Maximum file size: 15 MB

You can include one image with your post, which will be displayed on both the message board and the Infoboard in the M18.

- Use **square or portrait** images (landscape images are not well supported).
- A **minimum resolution of 800 x 800 pixels** is recommended.
- Check the confirmation box stating that you own the image rights.

4: Final Settings

1. **Set the Archive Time:**
 2. Adjust this to ensure your post remains visible for as long as it is relevant. Once expired, it will no longer be displayed on the Infoboard.
3. **Enable Email Notifications:**
 4. Check "**Notification by e-mail**" to receive alerts when someone comments on your post.
5. **Preview and Submit:**
 6. Click **Preview** to review your post before submission.
 7. Click **Submit** to publish your post.
 8. Note that it may take up to **two hours** for your post to appear on 
<https://info.bauhaus.social>
(<https://info.bauhaus.social>) .# How to add content to the Infoboard