

HOW TO SUBMIT COMMUNITY SUBMISSIONS

STEP 1:

Email **tuterasocial@canopyandvine.com** - *one submission per email.*

Please include the following information:

- Name of the community you are submitting for.
 - Full name, not acronym
- Photos or video attached to the email.
 - If you are unable to attach all of your photos or videos to one email, please notify our team that multiple emails will be sent.
- Proposed caption or information for C&V to use to create one.
 - Who is in the photo?
 - Where was the photo taken?
 - When was the photo taken?
 - What is happening in the photo?

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STEP 2:

Canopy & Vine will review the submission and make necessary edits to the caption and visuals.

- If any additional information or clarification is needed, Canopy & Vine will request this from the community.
- Canopy & Vine will schedule your post ***within 1 business day.***

STEP 3:

Canopy & Vine schedules the post for a future date.

- If there is a specific date or time that you would like your post to be published, please include this in your submission.

STEP 4:

Canopy & Vine notifies the community that their Facebook post is scheduled.

EXAMPLE COMMUNITY SUBMISSION

Email tuterasocial@canopyandvine.com —————>

Community name included in the subject line —————>

Caption for Facebook post —————>

Images attached to the email —————>

tuterasocial@canopyandvine.com

Facebook Post - Tiffany Springs Senior Living

Our residents had a wonderful day spending time together!

