RAVE (Rebel Announcements Via E-mail)

Guide for Submitters

RAVE (**R**ebel **A**nnouncements **V**ia **E**-mail) is an official communication tool used to send messages to UNLV students. **RAVE** collects e-mails and creates newsletters for all students, or can be limited to class standing (freshmen, sophomores, juniors, seniors, graduates, and professionals). The e-newsletter arrives in student Rebelmail inboxes on Saturdays. Messages for a given week are reviewed by a central moderator who approves the messages and sends the collective e-newsletter to students.

Logging in to RAVE

1) Visit the following page: https://oit.unlv.edu/rave and click the **Login & Submit** link.

2) Enter your ACE account credentials on the login screen:

RAVE Login

ACE Username [   ]

Password [   ]

[**Log In**]

⊘ Please use your ACE account to login. If you are having trouble logging in, contact the IT Help Desk via e-mail ithelp@unlv.edu or via phone 702.895.0777.

3) Click **Log In.**

RAVE Overview

After logging in you will see two main tabs: **View and Submit.** The color of the tab will change to Gray to indicate which tab you have currently selected.

View: View all messages submitted in the last 7-30 days ⟹ [View | Submit] ⟸ **Submit:** Compose and submit a message to a moderator for approval

Viewing Sent Messages

1) Click on the **View** tab and click to view all messages for the last 7 days or last 30 days. Note: Messages will only appear if they've already been approved and sent out in the weekly newsletter.
2) To view an entire message, click on the message *title*.
3) To return to the message list, simply close the message window.

View Announcements:

Last 7 days
Last 30 days

Posting Messages

1) Click on the **Submit** tab.
2) Enter all of the details for your message (some fields are required).

* = Required Field(s)

Title*: Title of your message (cannot exceed 80 characters)
Recipients*: Select Class Standing
Content*: Message Body (cannot exceed 3000 characters)
Link: Link for further information for readers

Rebel Announcements Via E-mail

View   Submit

Message Info

You will time out in 30 minutes. Extend

Title *

Recipients *
☐ Freshmen   ☐ Sophomores   ☐ Juniors   ☐ Seniors   ☐ Graduates & Professionals

Content * (3,000 characters maximum, including formatting)

B I U

Characters: 4 (including formatting).

More information can be found at this link (ex: http://www.example.edu/sample.htm)

Contact info
This information will be made public to students.
First and Last Name

E-mail

Phone

(ex: 702-899-4664)

* denotes a required field.

Submitter Info
For use only by the reviewer in case of questions.
First and Last Name *

E-mail *

Phone *
___-___-____
(ex: 702-899-4664)

Submitter Help

Category *
-- Select Category --

Send *
○ Saturday
Use in most cases. Me
included in the weekl

○ Today [!]

Note to Reviewer [?]

Your Department *
-- Select Department --

Submit

Select **Category*** (Announcement / Event / Deadline)
Select **Send*** as Saturday (default) or Today (emergency)

Note to Reviewer: Students won't see this message – sent to moderators only
Your Department*: Select your department from the list

Provide **Contact Information*** (made public to students)

Provide **Submitter Information** (for use by facilitator in case of questions)

3) Click **Submit**.
4) A pop-up window will ask you to verify that all the information you provided is accurate. Click **OK** to complete the submission process, and you will be directed to a confirmation page.