

The How-To Guide

Tightrope

Promote your events on the BIG SCREEN



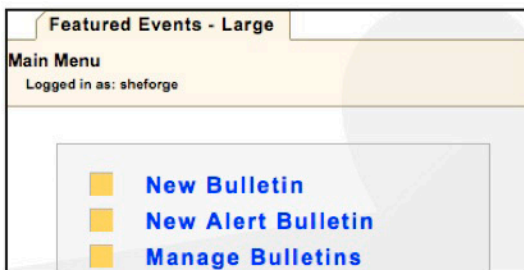
If you already have an account on tightrope, skip to step 2.

1. To request an account on tightrope, email <tightrope@stolaf.edu>. Your regular St. Olaf account does not work with Tightrope.

2. Go to tightrope.stolaf.edu and login.

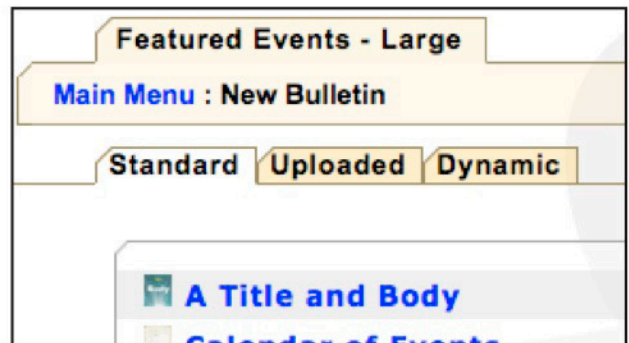


3. On the next screen, you can choose to start a new bulletin or manage your old bulletins.



Creating one bulletin creates one new slide that will be seen on the TV.

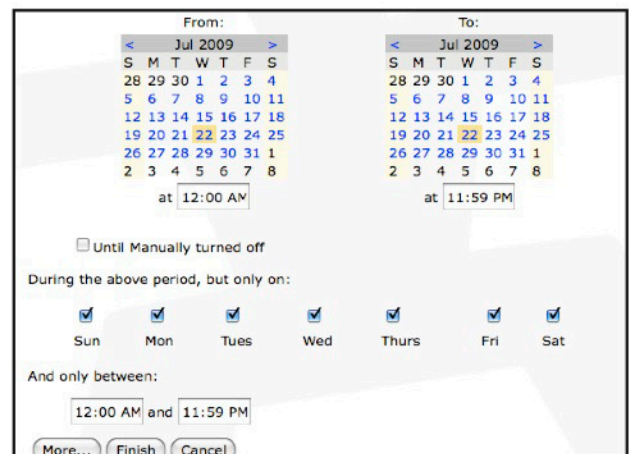
4. Now, you can choose to use a standard template (just type in your information) or upload a file (from something you have created).



If you upload a file, the dimensions need to be: **960px wide by 1080px tall.**

Formats accepted: .bmp .gif .jpg .png .psd .tif

5. Select the times when you want the slides to be displayed and hit finish.



Once finished, the bulletin will be submitted for approval. Slides will be approved within 48 hours.