Submitting Project Requests
Submitting requests for email, mail, and web content
• Go to go.osu.edu/wmj
• Enter your username and password provided in the “intake form” provided by the Alumni Association. Please contact OSUAA if you do not have an “intake form”
• You will then be taken to the homepage
• Select “New Project Request”
Choose your desired category
• Enter the required fields to submit your project
Enter required fields and provide content for mail, email, or web.
• Attach any additional items or content you’d like in your email, web, or mail request
Frequently Asked Questions
Email

Do I need to submit a project request for every email?
• The answer is yes. To request any email from OSUAA, you must submit a project request through this process.
• Following your email request, an OSUAA staff member will communicate with you directly on the request.

What audience will I send the email to?
• In your initial request, you will be asked to project the list size and provide feedback on who will receive the email. OSUAA will pull all lists, but you will provide the details needed to target your email send.
• The Alumni Association has the ability to integrate your club membership list into our email services to send event invites, membership information, and club meeting information.

How far in advance must I request an email?
• You must request an email in the project management system two weeks prior to it being sent. To draft content and pull a list, it takes roughly two weeks to prepare your email.
• If you plan to send regular updates such as minutes or newsletters, each will need to be requested two weeks in advance. You can provide updated content such as minutes to your project manager before the email send. The important thing is all email requests are logged in advance.

Will I get to approve the email before it is sent?
• Yes. You will give final approval on any emails with your club/society name attached.
Web

Do I need to submit a project request for every web update?
• The answer is yes. To request any update to your website, or to request a website, you must submit the project request form.

How far in advance must I request web updates?
• The time to update or build webpages varies. A complete website can take four weeks to build. Web updates can be done in a matter of a day. It all depends on workload, so please provide ample time in your web requests and flag urgent updates with your Alumni Association contact.

Do I need to submit picture requests and other minor changes through the project management system?
• Yes. Every change must be submitted through the system. Even small changes or pictures must be uploaded in the system so we are able to track our workload and your requests do not get lost.

Will I get final approval on website content?
• Yes. All content on the website will be approved and managed by the respective club/society.

What is the website address?
• The URL that is sent from OSUAA will remain the URL. Please save this link. As more individuals visit the webpage, the page will move up in the Google search list and will be easiest found by those searching for your page.
Mail

What is the process to request a mailing?
• The process begins with submitting a project request. Following the request, OSUAA will build your mailing and all get all pricing estimates.

How far in advance must I request mailings?
• Mail should be requested at minimum of a month before the desired send date. Pulling lists, creating content, and pricing are all required before mail can be sent.

Can I send a mailing to every alumni in my area?
• Following or before submitting your project management request please work with the OSUAA staff to determine the best audience. Sending 10,000 pieces of mail can be ineffective and costly– specifically targeting your mail campaign will provide the best results.

Will I get final approval on website content?
• Yes. All content on the website will be approved and managed by the respective club/society.
Additional Question?
Contact your OSUAA staff member