

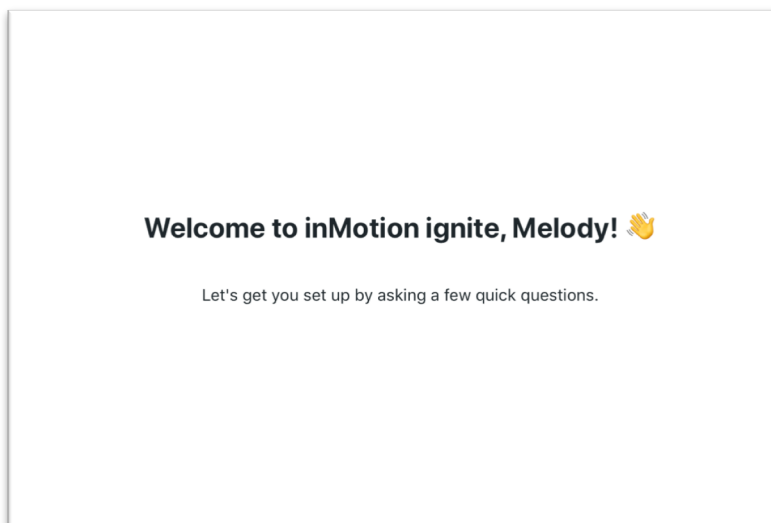
# InMotion Ignite Instructions

## Setting Up Your Account

Open your internet browser and go to <https://columbiastate.ignite.inmotionnow.com/>. Log in using your PVT credentials.




The first time you log in you will see the welcome message.



You can upload your own profile photo or choose to skip this step.

**Want to change your profile pic?**



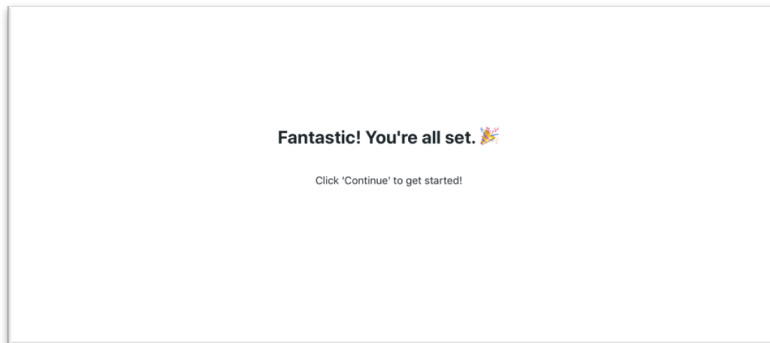
Upload Avatar

Review and update the information in the contact box.

**Everything look okay here?**

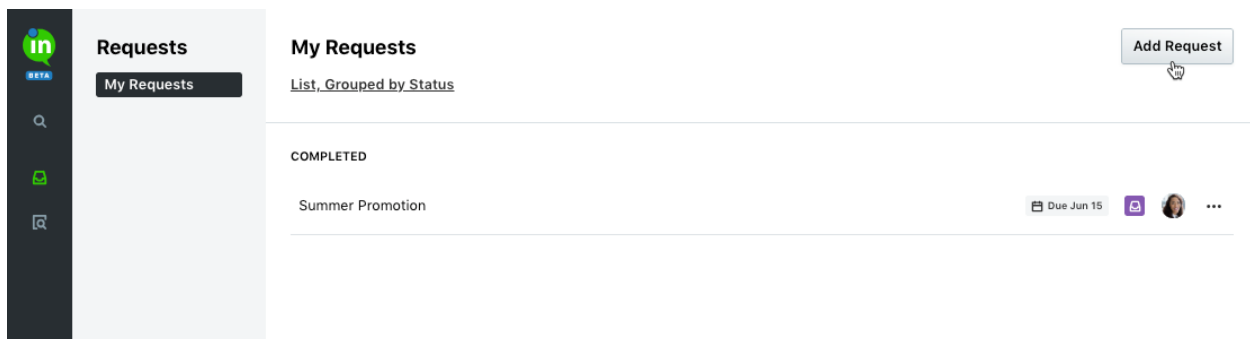
<b>First Name *</b> <input type="text" value="First Name"/>	<b>Last Name *</b> <input type="text" value="Last Name"/>
<b>Job Title</b> <input type="text" value="Job Title"/>	<b>Phone Number</b> <input type="text" value="Phone Number"/>

When you see this message, your account has been set up. You now have access to enter requests in Ignite.

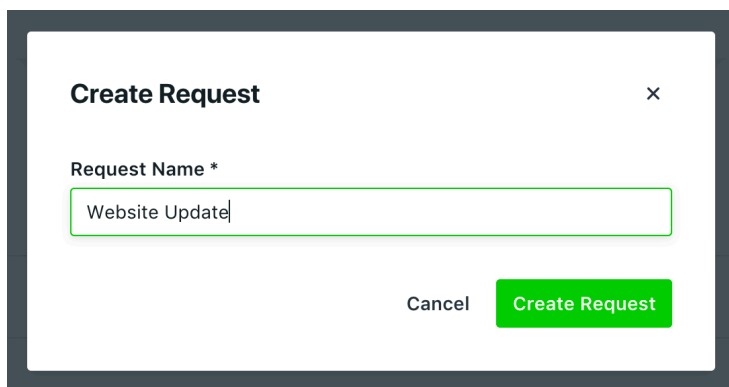


## Creating a Request

To begin a new request, select the Requests icon from the global navigation menu on the left. Click **Add Request** in the top right-hand corner of the screen.



Enter a name for your request and select **Create Request**.



Select the **Request Form** that best fits your needs. Each form will dictate the fields and information required in order to submit your request.

The screenshot shows a 'Request Overview' form. A dropdown menu is open, displaying a list of request forms. The first option is 'Select request form...' which is highlighted. The other options are: Design Request, Digital Signage Request, Event Promotion Request, In-house Print Request, News Release Request, Other Request, Photography Request, Promotional Products Request, Retired - Event Promotion Request, Social Media Request, Tablecloth Request, Video Request Form, and Web Request. At the bottom right of the form, there is a green 'Submit Request' button.

Select the **Desired Completion Date**, choose a day, and click **Save**.

Due to required lead times, various dates within the calendar may be grey, indicating they cannot be selected. If you need to select a date that is not available, please contact Amy Spears-Boyd at [aspears@ColumbiaState.edu](mailto:aspears@ColumbiaState.edu).

The screenshot shows a 'Desired Completion Date: \*' field with a 'Set Date' button. Below it is a calendar for October 2019. The calendar grid shows dates from 29 to 9. The dates 29, 30, 1, 2, 3, 4, 5, 6, 7, 8, and 9 are all greyed out, indicating they are not available for selection. A green 'Save' button is located at the bottom right of the calendar interface.



Complete the request form in detail and be sure to fill out any required fields, denoted with an asterisk.

Request Form \*  
News Release Request

### News Release Request

The Office of Communications requires a two-week lead time for all feature news releases. This will allow the department enough time to obtain accurate information, quotes, photos and to write the article.

For post-event releases, the Communications department will work to send to the media within one week after receiving all required information and photos.

For rush requests, please review the Rush Job Request Guideline on the department's webpage.

News releases will be sent to local and/or national media outlets, as applicable. Pick-ups are at the discretion of each media outlet. Sending a release does not guarantee media placement.

To promote an upcoming event, please use the Event Promotion Request form.

Contact Name: \*

Department: \*

Type of News Release: \*

Feature/News Story  Post-Event Release

News Release Name/Topic: \*

Event Date:

Event Location:

Intended Audience: \*

[Submit Request](#)

At the bottom of each form you will be able to add any relevant attachments to your request. You can drag and drop files from your computer into the available field. If you would like to browse your computer file menu instead, start by clicking on the drag and drop field.

Attach additional information by clicking the "Add Files" button below.

### Attachments

Drag and drop to attach files.

[Submit Request](#)

Click **Submit Request** to finalize your submission.

You will then land on the request details page. From this page you can follow the status of your request, collaborate with Communications department team members, and modify your request.

**Constitution Day** Accepted

OVERVIEW SUBMISSION DETAILS

**Request Progress**

Created Aug 27 Submitted Aug 27 Accepted Aug 27 Complete

**2/3**  
Proofs Completed

**Deliverables**

No files have been delivered yet.

**Work Status**

Constitution Day In Progress

**DETAILS**

**Members**

Requester Name  
Amy Spears-Boyd

**Request Form**

Associated Work  
Constitution Day

**COMMENTS** ACTIVITY

Write a comment...

Kick off the conversation by adding a comment.

## Modifying a Request

You can only modify a request in a status of Draft or Submitted. Once the request is Approved, you will no longer be able to edit the request details, however you can still collaborate with Communications department team members via the **Comments** panel.

To modify an existing request, select your request name from the **My Requests** list. From the request details page, click **Modify Request** near the bottom of the page.

**MLT New Program Director** Submitted

**Request Progress**

Created Sep 19 Submitted Sep 24 Accepted Complete

**Request Details**

**News Release Request**

The Office of Communications requires a two-week lead time for all feature news releases. This will allow the department enough time to obtain accurate information, quotes, photos and to write the article.

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For rush requests, please review the Rush Job Request Guideline on the department's webpage.

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To promote an upcoming event, please use the Event Promotion Request form.

**Contact Name:**  
Lisa Harmon

**Department:**  
MLT

**Type of News Release:**  
Feature/News Story

**Requested Release Date:**  
Oct 9

**News Release Name/Topic:**  
MLT - New Program Director

**Intended Audience:**  
community members

**What is the release about?**

Modify Request

**DETAILS**

**Request Number**  
16

**Members**

Requester Name  
Amy Spears-Boyd

**Request Form**  
News Release Request

Add Tag

**COMMENTS** ACTIVITY

Write a comment...

Kick off the conversation by adding a comment.

Make any applicable changes to your request and click **Done Editing**.

**Request Overview**

Request Form  
News Release Request

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Contact Name: \*  
Lisa Harmon

Department: \*  
MLT

Type of News Release: \*  
 Feature/News Story  Post-Event Release

Requested Release Date: \*  
Oct 9

News Release Name/Topic: \*  
MLT - New Program Director

Event Date:  
Set Date

Event Location:

**DETAILS**

Request Number  
16

Requester Name  
Amy Spears-Boyd

**COMMENTS** **ACTIVITY**

Write a comment...

Kick off the conversation by adding a comment.

**Done Editing**

## Deleting a Request

Depending on your permissions, you may only have the ability to delete a request in the Draft status.

To permanently delete an existing request, navigate to the **My Requests** list. Click the three dots to the right-hand side of the request and select **Delete**.

List, Grouped by Status  Filter by tags...

Status	Request Name	Actions
DRAFT	Test 2	
SUBMITTED	MLT New Program Director	Duplicate Delete
ACCEPTED	Annual Report 2018-19	
	Constitution Day	
	Tennessee History Program	

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