

# RAVE (Rebel Announcements Via E-mail) - Guide for Submitters

RAVE (Rebel Announcements Via E-mail) is an official communication tool to send messages to UNLV students. RAVE collects e-mails and creates newsletters for all students, or it 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://web.oit.unlv.edu/rave>
2. Enter your ACE account credentials on the login screen.

ithelp@unlv.edu or via phone 702.895.0777. Students must contact a UNLV employee to submit messages on their behalf.'" data-bbox="152 328 684 507"/>

**RAVE Login**

ACE Username

Password

**!** **Employees:** Use your ACE account to login. If you are having trouble logging in, contact the IT Help Desk via e-mail [ithelp@unlv.edu](mailto:ithelp@unlv.edu) or via phone 702.895.0777. **Students** must contact a UNLV employee to submit messages on their behalf.

3. Click **Log In**.

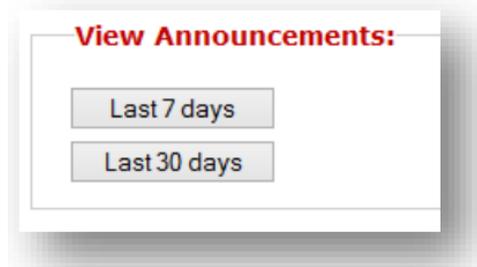
## RAVE Overview

After logging in, you will see two **primary** tabs: **View** and **Submit**. The **tab's color** will change to **Gray** to indicate which tab you **currently select**.

## Viewing Sent Messages

1. Click on the **View** tab and click to view all messages for the last **seven** days or **the** 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.

## Posting Messages

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

\* = Required Field(s)

**Rebel Announcements Via E-mail**

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)

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)

**Submitter Info**

For use only by the reviewer in case of questions.

**First and Last Name \***

**E-mail \***

**Phone \***

(ex: 702-899-4664)

\* denotes a required field.

**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

**Category \***

-- Select Category --

**Send \***

Saturday  
Use in most cases. Not included in the week.

Today (1)

**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 provide is accurate. Click **OK** to complete the submission process, and you will be directed to a confirmation page.