

CampS: Editing Your Hometown for News Releases (Students)

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With MyBlugold CampS, you can now edit most of your personal information by yourself. It is a good idea to check and see if your hometown is listed correctly for News Releases issued to your hometown paper, for instance, making the Dean's List and Commencement announcements.

1. Log into *MyBlugold CampS*.
2. Select the **Academic Records** tile.
3. Select **Hometown News Release**.

On the page that appears, you will be able to see your hometown information as currently listed for News Releases.

University Communications shares information about student accomplishments with newspapers that serve students' hometowns. Examples of news sent to hometown newspapers include: - dean's list - commencement - scholarships - honor society inductions - musical or theater performances - distinction in forensics competitions and other activities. Hometown releases are sent only to newspapers in the United States.

News releases often include your hometown. Only the *preferred city* below will be used as your hometown in these releases.

News Release

	City	State	Zip Code	Country	Preferred	
1	Eau Claire	WI	54701	USA	Yes	>

4. You will be able to edit your *City, State, Country, Zip Code* and *restriction status*.
 5. If you have two hometowns -- for instance, the city you grew up in and the city you live in now -- click to **Add a Hometown**.
 6. An identical *Send news to* box will appear, allowing you to input all the necessary information. *NOTE: News Releases will be sent to all hometown newspapers; however only the primary hometown will be mentioned in a news release. If you have two hometowns listed, be sure to indicate the preferred hometown. To do this, select **Yes** on the Preferred hometown pulldown.*
 7. You can also delete the listed hometown by clicking on hometown row and then **Delete**.
 8. You have the right to restrict the release of your information. This is done by selecting **Exclude** from the *Include/Exclude me from News Release* field. If restrictions are in place, information will not be sent to newspapers. *PLEASE NOTE: Only students can change the restriction since it is part of their confidential information.*
 9. When all of your information is correct, click **Save**.
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