

Wriike

MARKETING REQUEST AND PROOFING GUIDE

MC CS MARKETING



SUBMITTING A MARKETING REQUEST, WEB TICKET, or DIGITAL DISPLAY

Website Form Access

- **Pendleton Requests**
 - <https://pendleton.usmc-mccs.org/marketing>
- **Barstow Requests**
 - <https://barstow.usmc-mccs.org/marketing>

Select the Form

- **Marketing Intake Form**
 - *Use this form if design elements are required*
- **Web Ticket**
 - *Use this form to update or remove existing website content*
- **Digital Display**
 - *Use this form to report technical issues or to remove existing content*

Fill out the form and submit

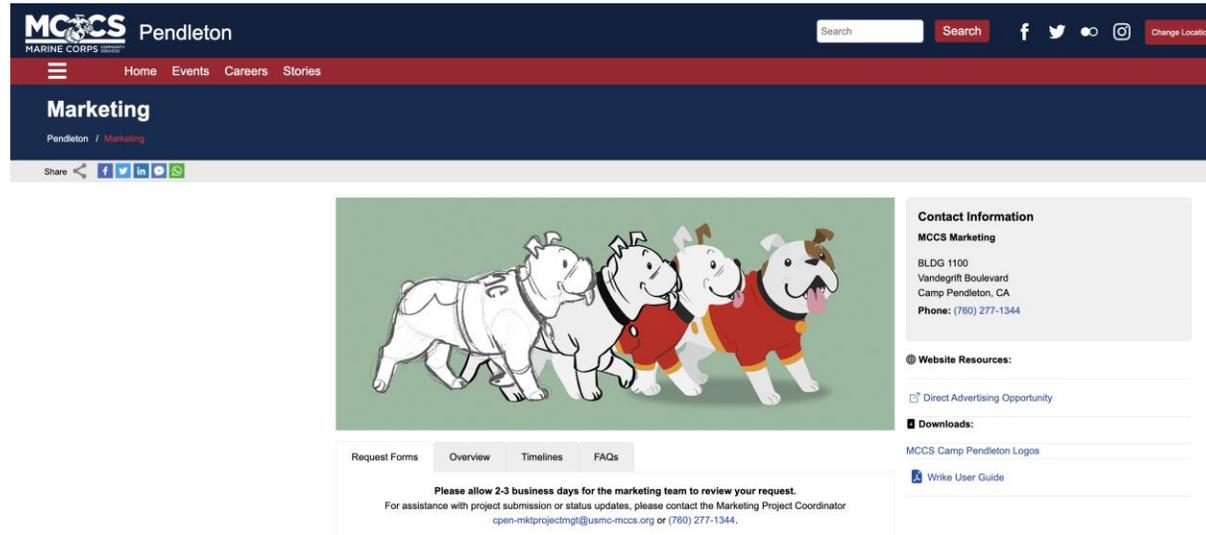
- A confirmation email will be sent to the email provided at the end of the form.
- For issues with the forms contact below.

Teresa Harding
MARKETING PROJECT COORDINATOR
Teresa.harding@usmc-mccs.org
(760) 829-0662

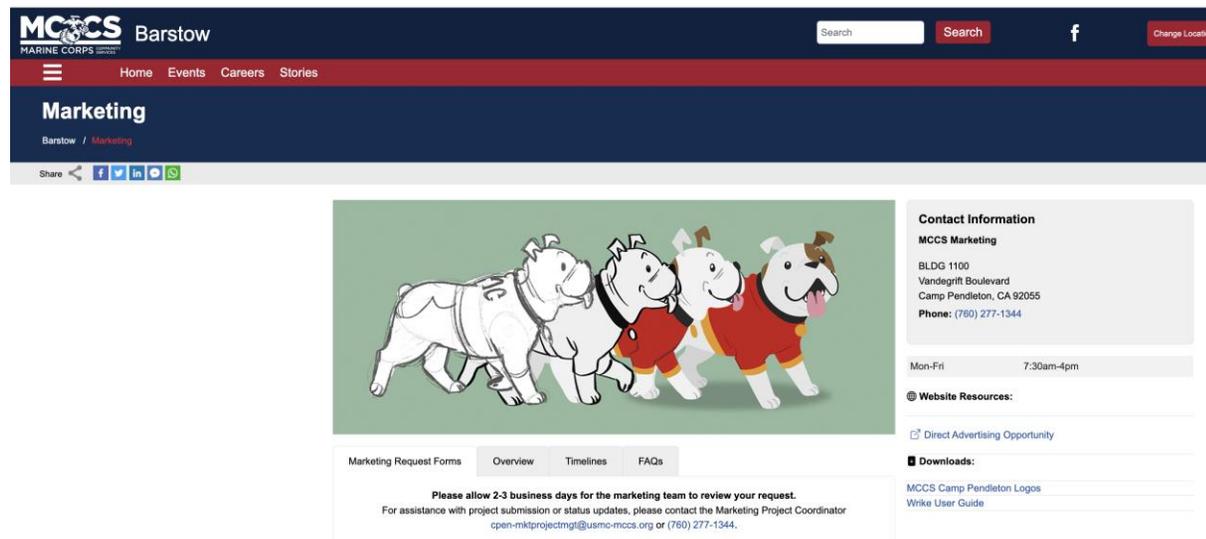
SUBMITTING A MARKETING REQUEST, WEB TICKET or DIGITAL DISPLAY

<https://pendleton.usmc-mccs.org/marketing>

<https://barstow.usmc-mccs.org/marketing>



The screenshot shows the MCCS Pendleton Marketing page. The header includes the MCCS logo, navigation links (Home, Events, Careers, Stories), a search bar, and social media icons. The main content area features a large illustration of four bulldogs in various outfits. Below the illustration are tabs for 'Request Forms', 'Overview', 'Timelines', and 'FAQs'. A central message states: 'Please allow 2-3 business days for the marketing team to review your request. For assistance with project submission or status updates, please contact the Marketing Project Coordinator cpen-mkprojectmgt@usmc-mccs.org or (760) 277-1344.' To the right, there is a 'Contact Information' section for MCCS Marketing, including address and phone number, and a 'Website Resources' section with links for 'Direct Advertising Opportunity', 'Downloads' (MCCS Camp Pendleton Logos), and 'Write User Guide'.



The screenshot shows the MCCS Barstow Marketing page. The header includes the MCCS logo, navigation links (Home, Events, Careers, Stories), a search bar, and social media icons. The main content area features a large illustration of four bulldogs in various outfits. Below the illustration are tabs for 'Marketing Request Forms', 'Overview', 'Timelines', and 'FAQs'. A central message states: 'Please allow 2-3 business days for the marketing team to review your request. For assistance with project submission or status updates, please contact the Marketing Project Coordinator cpen-mkprojectmgt@usmc-mccs.org or (760) 277-1344.' To the right, there is a 'Contact Information' section for MCCS Marketing, including address and phone number, and a 'Website Resources' section with links for 'Direct Advertising Opportunity', 'Downloads' (MCCS Camp Pendleton Logos), and 'Write User Guide'. Additionally, there is a 'Mon-Fri 7:30am-4pm' section.

SUBMITTING A MARKETING REQUEST



PN- Marketing Intake Form

Request for events and promotions to be included in Marketing Campaigns

POC Details

Today's Date *

 08/01/2023

POC Name *

This is the person responsible for approving design and launch of the campaign

POC Phone Number *

POC Email *

SUBMITTING A WEB TICKET



PN-Web Ticket

Request for changes or additions to existing website content or address website issues, problems or errors.

POC Details

Date web changes needed. *

 08/01/2023

POC Name *

John Doe

POC Email *

John.Doe@usmc-mccs.org, John.doe@usmc.mil

Choose the Installation

SUBMITTING A DIGITAL DISPLAY

MC²CS
MARINE CORPS COMMUNITY SERVICES

PN-Digital Display Ticket

Today's Date *

POC Name *

POC Phone Number *

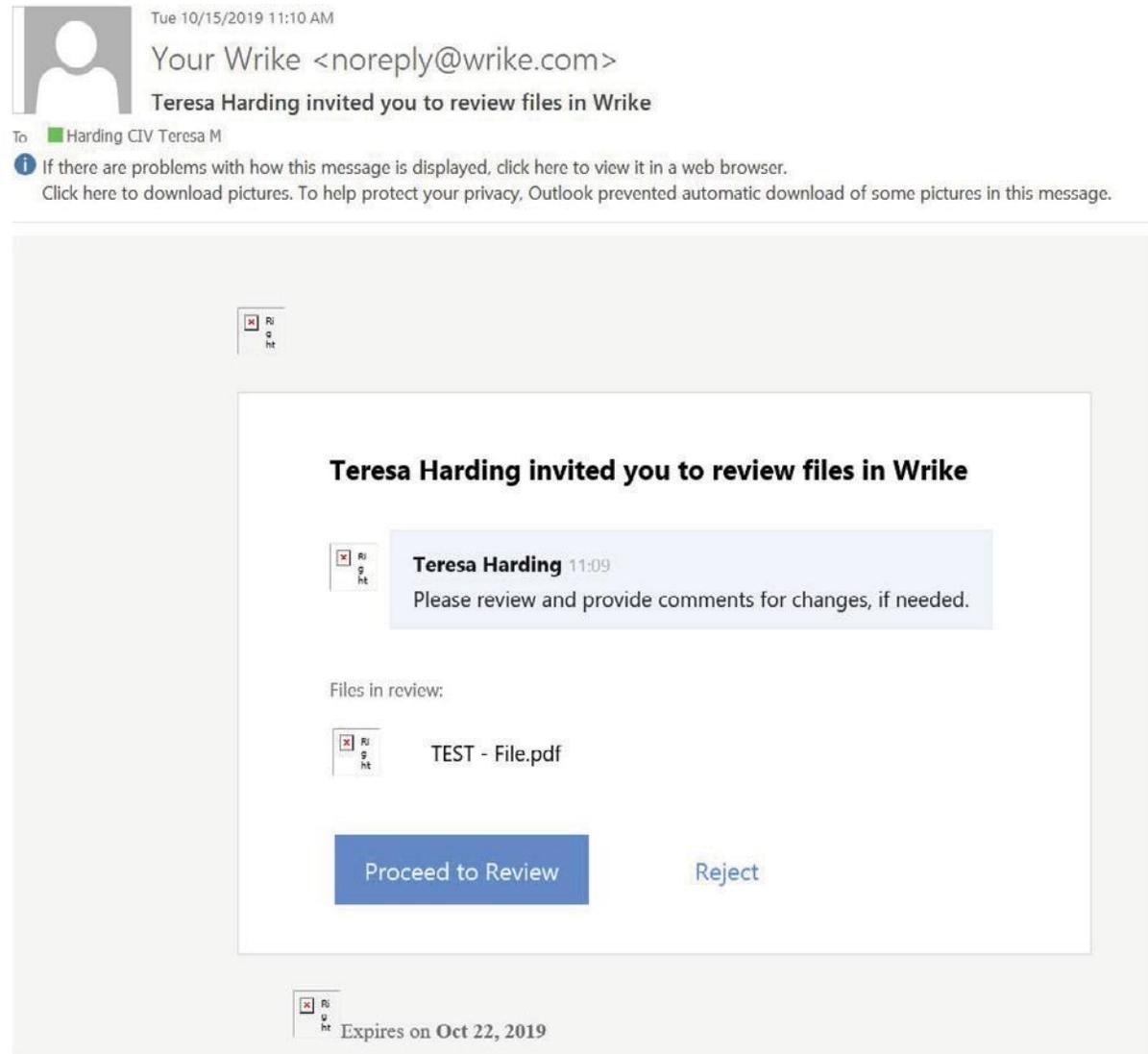
POC Email *

Installation *

Division *

REVIEWING A PROOF

- An email will be sent to the Other box of Outlook.
- This email will provide access to review marketing files.
- Click on the button "Proceed to Review" to view the proof and request changes or approve the proof.
- File link access will be available until the expiration date at 12am. Access can be reset through a new invitation.



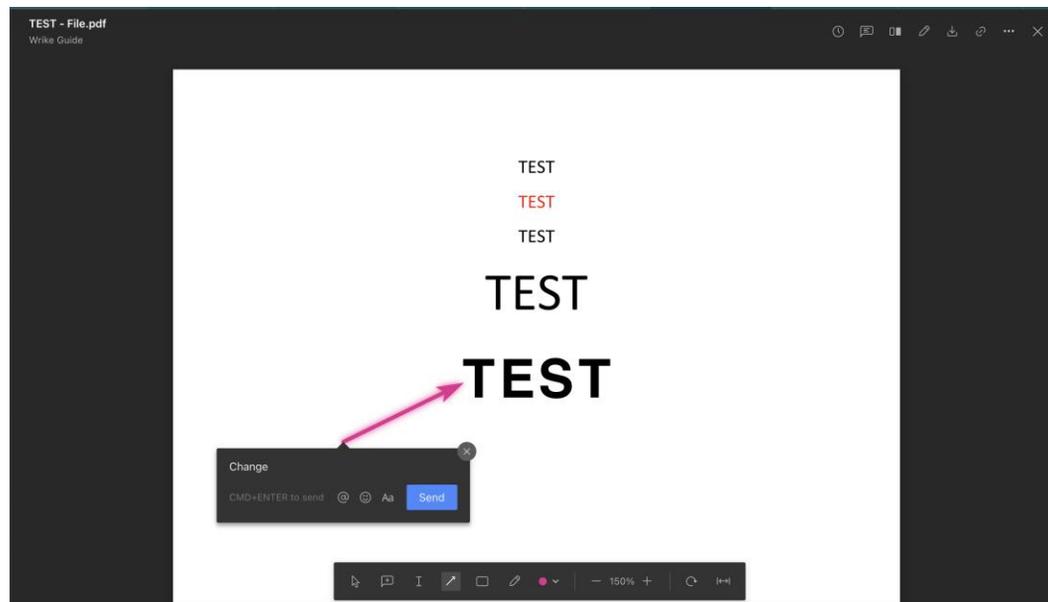
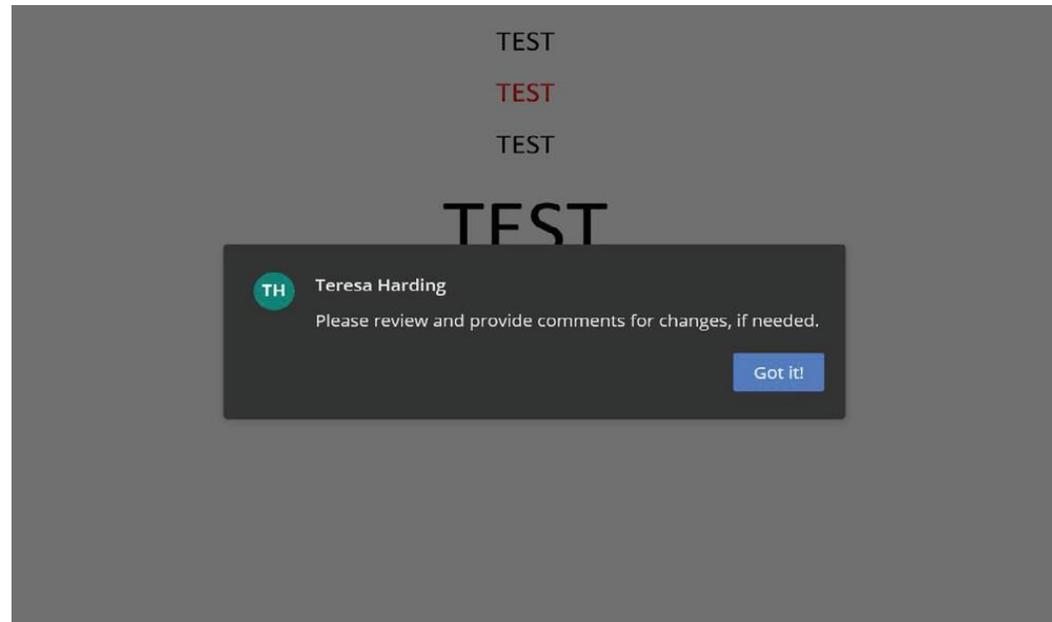
The screenshot shows an email interface. At the top, it says "Tue 10/15/2019 11:10 AM" and "Your Wrike <noreply@wrike.com>". The subject line is "Teresa Harding invited you to review files in Wrike". Below this, it says "To: Harding CIV Teresa M". There is a blue information icon with a text box that says "If there are problems with how this message is displayed, click here to view it in a web browser." and "Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message."

The main content of the email is a white box with a grey border. At the top of this box, it says "Teresa Harding invited you to review files in Wrike". Below this, there is a blue message bubble from "Teresa Harding 11:09" that says "Please review and provide comments for changes, if needed." Underneath the bubble, it says "Files in review:" followed by a small icon and the text "TEST - File.pdf". At the bottom of the white box, there are two buttons: a blue button labeled "Proceed to Review" and a grey button labeled "Reject".

At the bottom of the email, there is another small icon and the text "Expires on Oct 22, 2019".

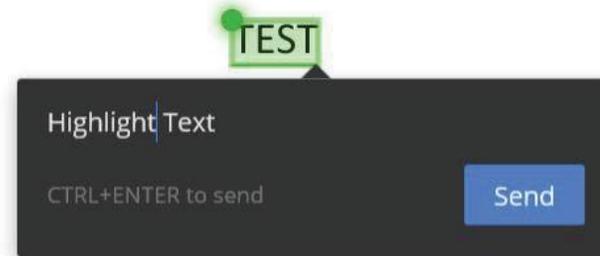
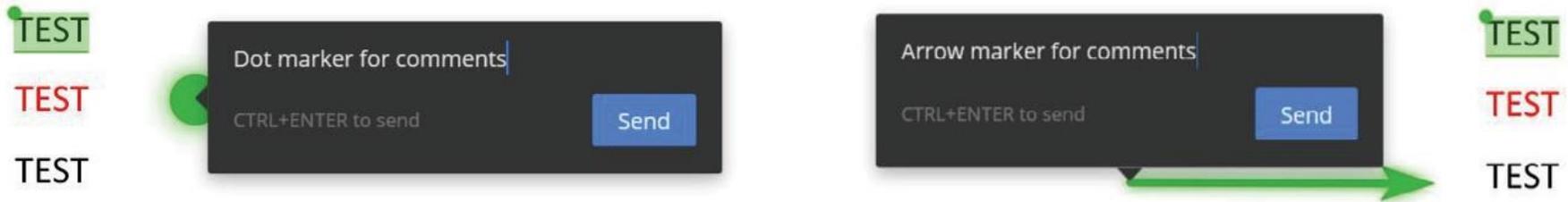
REVIEWING A PROOF

- Click “Got it!” to review the proof
- A short tutorial may begin to show the different editing options.
- To create a change, place a marker on the area in need of change, leave a comment, and click the send button.



REVIEWING A PROOF

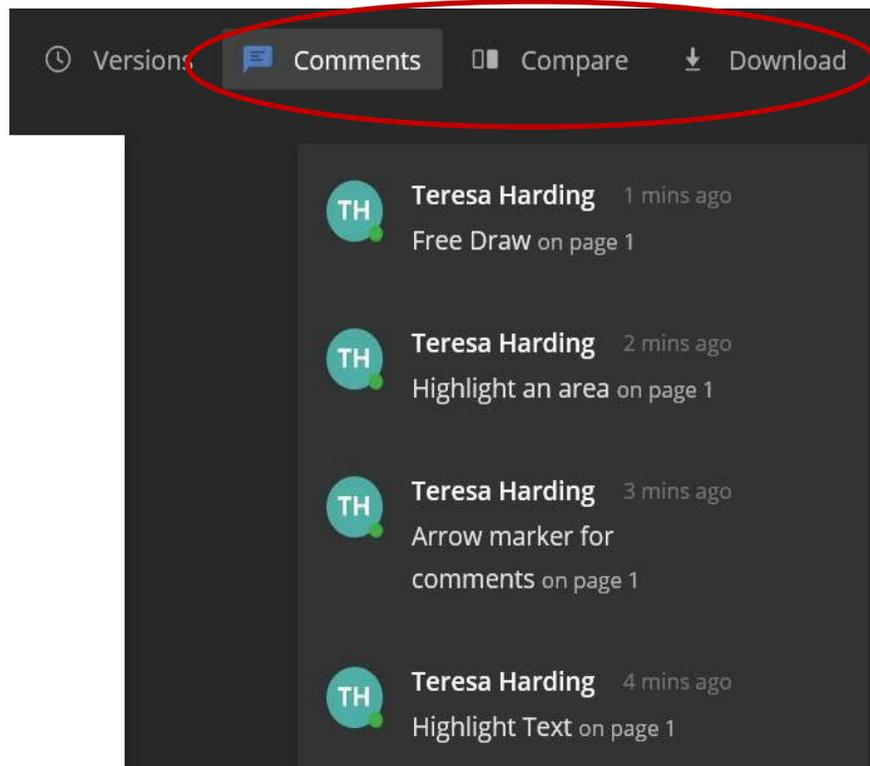
| There are several options to leave change markers and comments for changes.



REVIEWING A PROOF

Other viewing options:

- **Comments preview:** View all comments provided by all guest reviewers
- **Compare:** Compare multiple versions
- **Download:** Download files to your computer.



REVIEWING A PROOF

- Please choose the appropriate response:
 - Approve
 - Changes Required
- No other actions required once decision selected.
- Decisions can be undone, if necessary, by selecting undo.

