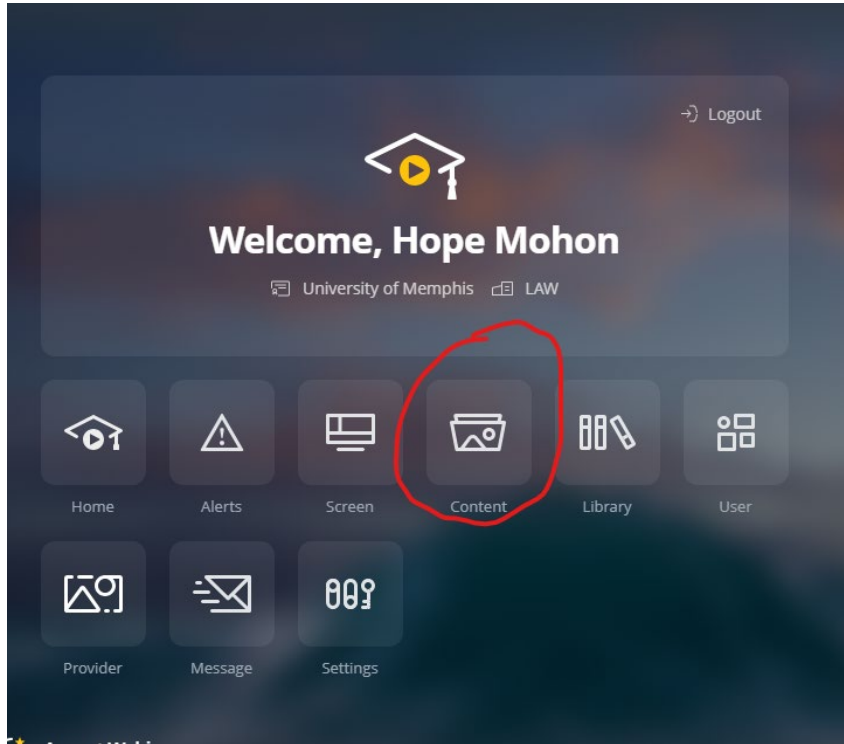


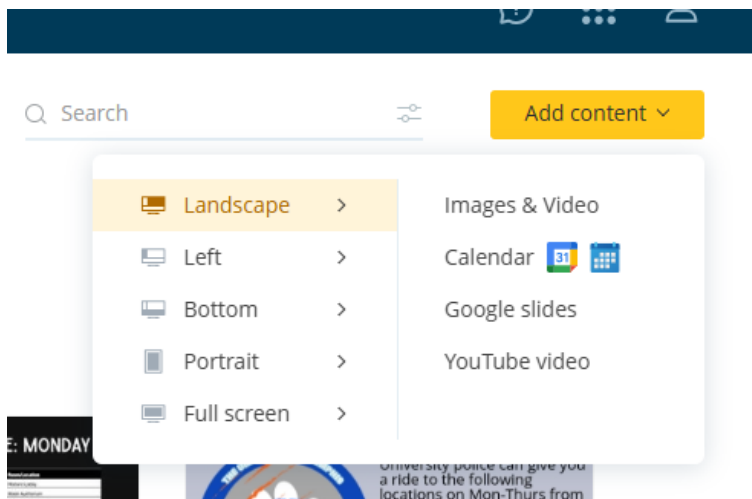
How to Post to Digital Monitors via TSN (2026)

1. Log In to TSN. If it is your first time, you may have to reset your password.
2. Click **“Content”**

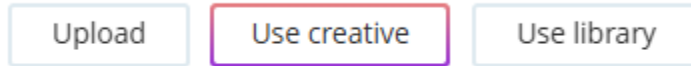


You will see all the current content being featured on the law school’s monitors.

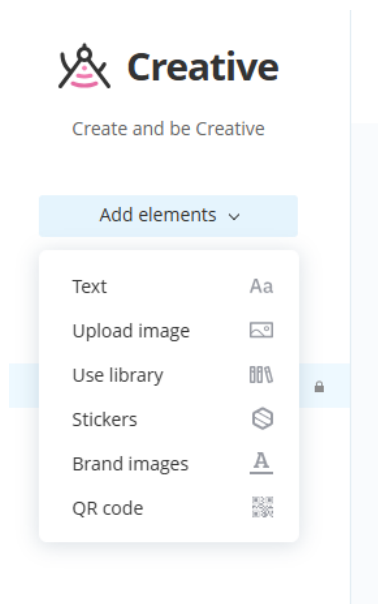
3. Click **“Add Content”** in the top right corner to add your own. Hover over Landscape and click **“Images & Video.”**



4. You now have several options. You can **Upload** an image of a slide you have already created (in Canva for example: this is a free graphic design software), **Use Creative** (build your message using their software), or **Use Library** (choose from their preset templates). Please note that most of the library templates cannot be edited.
- a. If you create your slide elsewhere (like in Canva) and want to upload an image of it, I recommend designing in the “presentation” format in Canva so that the dimensions are correct.



- b. To use creative, simply add your desired elements (text, background image, QR code, etc.). This can be a bit more limited than using Canva, but it is good for a quick announcement.



5. Once you are happy with the way your announcement looks, you must edit the screens on which you want it to show. Click **“Edit Screens”** and select ALL of them **EXCEPT FOR “1L Orientation” and “LAW 2nd Floor Alumni.”** These should remain unchecked (see below).

Edit screens

Cancel

Done

 Update

10 selected  Select all  Reset

LAW  UNIVERSITY OF MEMPHIS

- ☐ 1L Orientation
- ☒ LAW 1st Floor Lounge
- ☒ LAW 1st Floor Mobile
- ☒ Law 1st Floor North Screen
- ☒ Law 1st Floor South Screen
- ☐ LAW 2nd Floor Alumni
- ☒ LAW 2nd Floor North Screen
- ☒ LAW 2nd Floor South Screen
- ☒ LAW 3rd Floor North Screen
- ☒ LAW 3rd Floor South Screen
- ☒ LAW 4th Floor North Screen
- ☒ Law 4th Floor South Screen

6. Then, you must select the times/dates you want it to show. Your screen should not be shown after your event has passed. Therefore, uncheck **“Display Always”** to select the start and end date your screen will show.
 - a. You can have it show everyday or only on certain days by **clicking “Set periods by days.”**
 - b. You can update the specific times it shows by unchecking **“Full Day”** and setting your specific time windows.

Schedule



Full day



Update



Edit periods



Display always

Set periods by days

Every day ▾

Start date

 Unlimited

End date

 Unlimited

7. When you have set your dates/times, click **“Done.”** You have now posted your advertisement!