

# Create Custom Grad Slide with MarchingOrder

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CSULB COMMENCEMENT

CALIFORNIA STATE UNIVERSITY  
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# OVERVIEW

Any graduate, regardless if they attend the ceremonies, can upload a photo and a personal message to complete their grad slide. All graduates will have a slide created for them, but may request to have their slide deleted and not published.

## Key dates and deadlines:

- **Grad Slide Creation Window:** February 2022 – Wednesday, April 20, 11:59pm
- Visit the commencement website to download and share your grad slide: Starting May 16th



# HOW TO SIGN IN

The university is partnering with MarchingOrder to assist in this year's commencement events. The email sent by [commencement@csulb.edu](mailto:commencement@csulb.edu) will ask graduates to sign in using your SSO or create an account.



Customize your Graduate Slide below:

CALIFORNIA STATE UNIVERSITY  
**LONG BEACH**

**Spring 2022**

**Angel Stadium**

2000 Gene Autry Way, Anaheim, CA 92806



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# CREATE YOUR GRAD SLIDE

Complete the grad slide by including a photo and personal message. Graduation themed content is encouraged. Note that personal messages are limited to 150 characters.

## Create Your Personal Graduation Slide

We encourage you to add both a personal message and photo as it makes for a great keepsake for you, your classmates, and your friends and family who will be viewing the ceremony with you!

### Photo

#### Graduation themed photos are encouraged!

Please upload your photo by using the "Upload Photo" button.

File types are limited to .jpg, .png. Maximum file size is 5 MB.



### Personal Message

Please draft a personal message that you would like to appear on your slide during the ceremony, maximum size 150 characters. Please remember that this is a formal ceremony. Please do not use slang or derogatory terms.

146 characters remaining



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# PHOTO GUIDELINES

Photo types are limited to .jpg, .png. Maximum file size is 5MB.

All student submissions will be reviewed and **any content that is considered obscene, threatening, abusive, or illegal will result in their slide being removed from the program.** We may also remove slides containing unrelated business solicitations or other commercial advertising.

Below is a list of content will result in the removal of your slide in commencement events:

- Obscene, lewd, explicit, discriminatory, derogatory, violent, offensive, infringing, or otherwise inappropriate content
- Commercial advertisements including sponsor names, logos, slogans, websites and phone numbers
- Social media handles and hashtags
- Offensive or negative references to any other college
- Names, images or likeness of any other student or person
- Obscene or offensive language
- Photos cannot be used to promote other college
- Statements or endorsements of political candidates
- Third party logos/branding





# HOW TO SUBMIT NAME PRONOUNCIATION

Your name will be recorded for your grad slide. If you'd like your name pronounced correctly, please respond to the questions prior to April 20, 2022. If you respond after the deadline, we cannot guarantee that your information will be referenced for the recording of your name.

## Phonetics

Your name will be recorded for your Virtual Graduation Ceremony. Recording of names will begin 4 weeks before the ceremony date. If you'd like your name pronounced correctly, please respond to the following questions prior to that time. If you respond after the deadline, we cannot guarantee that your information will be referenced for the recording of your name.

Name to be Announced and Displayed at the Commencement Ceremony	aaa aaa
How do you pronounce your name? *	aaa

Phonetics provided MUST match the Name to be Announced and Displayed.

For example:

- **Raul Gonzalez:** rah-OOL gon-SAH-les
- **Ngoc Nguyen:** nahk nuh-WEN
- **Andrea Weinstein:** An-DRE-uh Wine-Steen

## Record Your Name

**Q: Why might this be important?**

A: If you would like to ensure that the reader pronounces your name correctly, you may record your name to provide accurate pronunciation.

**Note:** This recording will be used as a reference, and will NOT be played during the ceremony.

### Step 1: Enter your phone number below:

Country Telephone Code	United States (+1)	Telephone number	Please enter a 10 digit phone number	Submit this phone number
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Example formats:

- 800-555-1212
- 8005551212
- (800) 555-1212
- 800 555 1212

After submitting your telephone number, you will receive a call within three minutes with further instructions.

### Step 2: Recording your voice

Tips: After you pick up the call, you will hear a message with these instructions:

1. After you hear the tone, say your FULL name **two** times
2. First, say your FULL name **clearly**, at a normal conversation speed
3. Then **repeat your FULL name slowly, emphasizing any special pronunciations**
4. After you finish, hit pound (#)
5. You will hear your recording
6. Press 1 to accept your recording OR Press 2 to record again
7. Wait until you hear "Thank you", then hang up
8. **Don't forget to press the "Submit" button below. If you do not hit submit, your recording may not be saved.**



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# INITIAL EVENT WAIVERS AND SUBMIT

To complete your slide, you will need to initial the photography waiver and the event general liability waiver. To submit or save your slide updates, click 'submit' at the bottom of the page. You will be able to log back in and make changes up until the final deadline date.

A large, yellow, rounded rectangular button with a thin black border, centered on the page. The word "Submit" is written in a bold, white, sans-serif font in the center of the button.

Submit



# HOW TO OPT OUT OF HAVING A GRAD SLIDE

All graduates will have a grad slide created for them listing their name, degree, major, college, and graduation term.

The grad slides will be available on the commencement website beginning May 16, 2022, with public access to view, download, and share. If a graduate would prefer to opt-out of having a grad slide created, then they can contact the commencement office to have the information removed.

The commencement office can be reached via email at [commencement@csulb.edu](mailto:commencement@csulb.edu).





# WHEN TO CLAIM YOUR GRAD SLIDE

Grad slides will be available to download from [csulb.edu/commencement](https://csulb.edu/commencement) and share digitally with friends and families starting on commencement week, May 16, 2022.

All are encouraged to join the excitement online through the live stream and join the conversation on socials at our hashtags.

## #BeachGrad2022



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# NEED ASSISTANCE?

Contact the Commencement Department:

[commencement@csulb.edu](mailto:commencement@csulb.edu)

[csulb.edu/commencement](https://csulb.edu/commencement)



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