DAAD
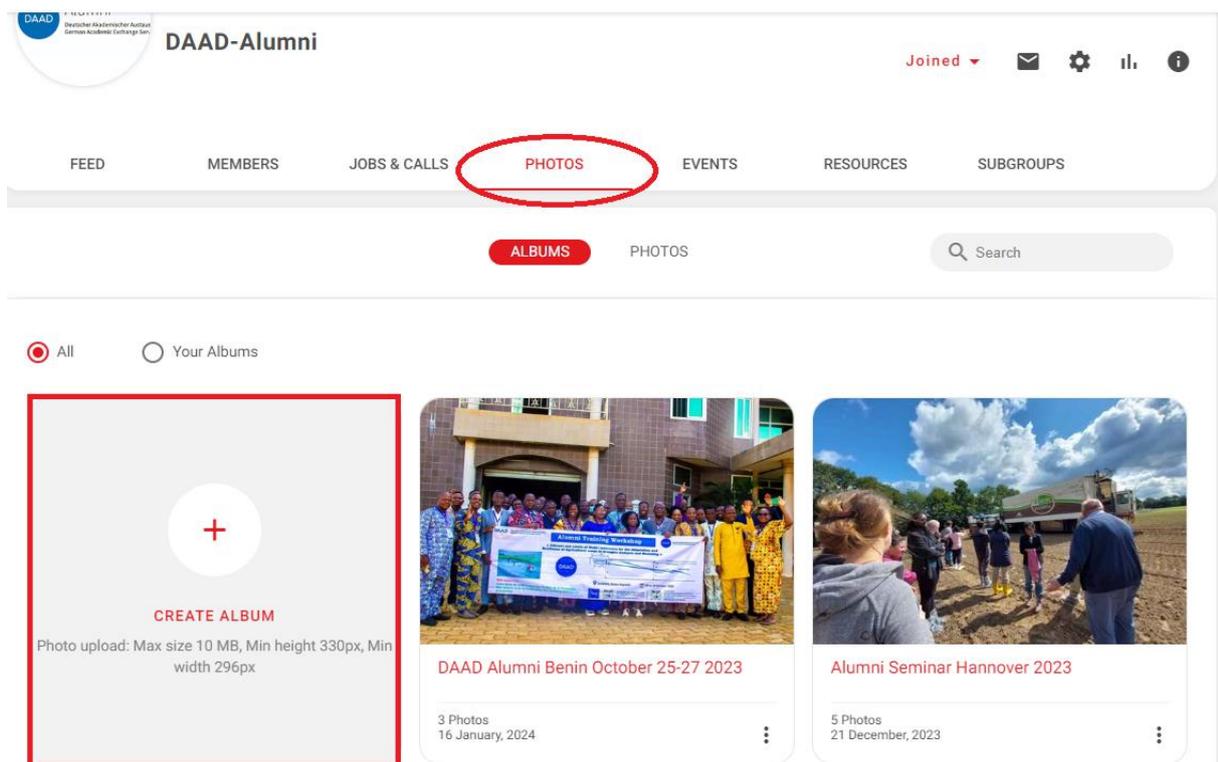Deutscher Akademischer Austauschdienst
German Academic Exchange Service
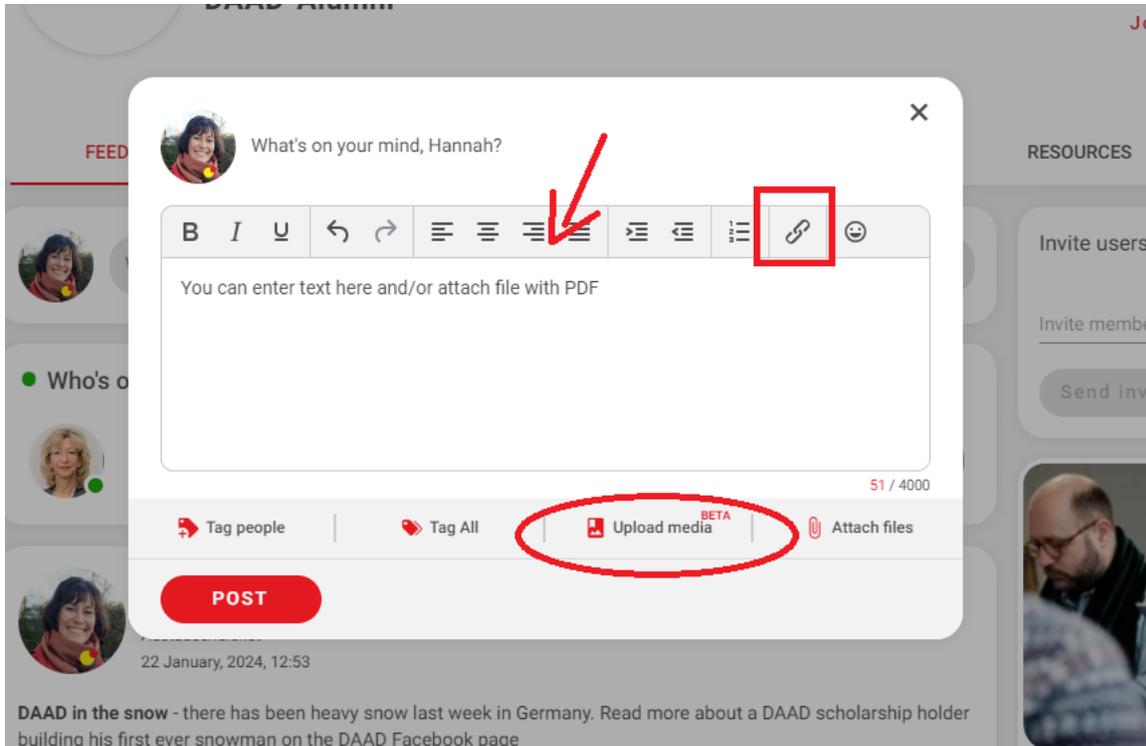
Share Your Event in the DAAD Alumni Group!

Guidelines to posting your DAAD Alumni Event in the Alumniportal Deutschland community:

1. Write a short event report (max. 3000 characters).
2. Choose 2-5 pictures of the event including one group picture and one picture of the venue.
3. Go to the DAAD Alumni Group in the Alumniportal Deutschland community: [Go to group](#)
4. Create a new photoalbum with your event pictures: [Create album](#)
5. Go to group feed and hit ‚photos'. Then add a new folder with your pictures. Remember to stay within the size requirements: (Max. size 10MB, min. height 330px, min. width 296px).
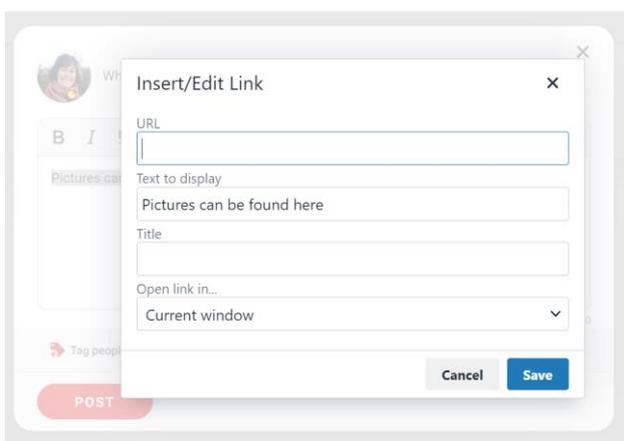

6. Go back to feed and post your event (we recommend just writing a few introductory words and uploading the full report as a PDF file to the post, it makes for a smoother read).

7. Link photoalbum to the text: Type in field ‚what's on your mind', mark your text and hit the link symbol in the upper right corner.

8. Open photoalbum in separate window and copy the link/URL. Insert the link/URL in the designated window. Hit save.

9. Post your event and share it with your fellow DAAD alumni. Tag fellow participants. Don't worry if you make a mistake, you can edit your post anytime 😊

If you have further questions, feel free to contact Hannah Charig (charig@daad.de)