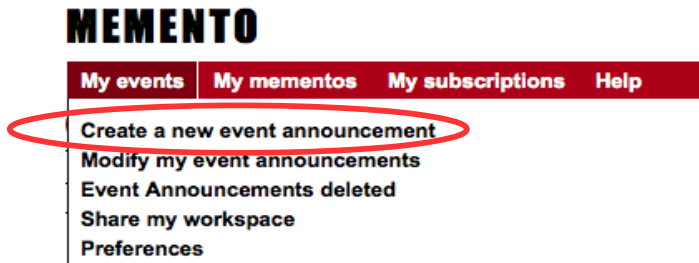


1. Login to your memento web page:

<http://memento.epfl.ch> (at the bottom)

2. In **My events** choose *Create new event announcement*



3. In sections Themes and Keywords put “het seminar” (or “het course” for courses)

The screenshot shows a form with three sections: "Themes [?]", "Keywords [?]", and "Vulgarization". The "Keywords [?]" section is circled in red and contains a text input field with the text "het seminar" entered.

4. After clicking *Save and Broadcast* under **My favorite mementos** type “High Energy Theory”

The screenshot shows a section titled "My favorite mementos". Below the title is a text input field containing the text "High Energy Theory", which is circled in red. Below the input field is a button labeled "High Energy Theory".

5. Click *Broadcast*

The screenshot shows a list of checkboxes for event categories: "SV", "CDM", "CdH", "Research Funding", "Associations", and "Staff". Below this list is a horizontal line and an information icon (i) with the text "Once broadcasted, your event". At the bottom, there are two buttons: "Modif" and "Broadcast", with the "Broadcast" button circled in red.