

Creating assignments in Presto Planning Suite

*Click on a planning card to open the details of the card and click the little pencil in the upper right to edit it.

The screenshot displays the Presto Planning Suite interface. On the left, a sidebar shows a list of planning cards for Wednesday 07. The selected card is titled "Everything to know about the 2022 Chittenden County H.S. cross-country running teams". The main view shows the details for this plan, including its status (Published), time for planning (Wednesday September 7, 2022, 10:14), and description. A red circle highlights a pencil icon in the top right corner of the plan details view, indicating the edit function.

Channels: Burlington Free Press Filter

Burlington sports Burlington news Burlington all

September 7th, 2022 Today 1 day Start date

Plan

Everything to know about the 2022 Chittenden County H.S. cross-country running teams

Type Plan Status Published Edit Status Edit Done

Slug BUR chittenden county xc running outlook

Time for planning Wednesday September 7 2022, 10:14 – Wednesday September 7 2022, 10:14

Description

ID: 65463569007
Link To Edit: https://presto-suite-story-editor.gannettdigital.com/wp-admin/edit?friendly_id=65463569007&site_code=PBUR
Live URL: <https://www.burlingtonfreepress.com/story/sports/high->

Assignment

No assignments exist

Slug BUR chittenden county xc running outlook

Public message

Ready for Print: N/A
Sent to Print: 2022-09-08T04:00:00Z
Print Length Estimate: 1555
Word Count: 1555

Publications

The Burlington Free Press

Section sports

Paywall Type premium

Shared gannett

Details

Created 08/30/2022 by Gannett Importer (gannett)
Updated yesterday at 10:14 AM by Erik Thomqvist (gannett)

*Click "Add assignment."

Plan

Everything to know about the 2022 Chittenden County H.S. cross-country running teams

Cancel

Save changes



Type
Plan

Status
Published

Edit Status
Edit Done

Slug

BUR chittenden county xc running outlook

Time for planning

07 Sep 2022

10:14

07 Sep 2022

10:14

Full day Undated

Description

ID: 65463569007
Link To Edit: https://presto-suite-story-editor.gannettdigital.com/wp-admin/edit?friendly_id=65463569007&site_code=PBUR
Live URL: https://www.burlingtonfreepress.com/story/sports/high-school/varsityinsider/2022/09/07/vermont-high-school-cross-country-running-chittenden-county-team-outlook-

Assignment

No assignments exist

[+ Add assignment](#)

Slug

BUR chittenden county xc running outlook

Public message

Ready for Print: N/A
Sent to Print: 2022-09-08T04:00:00Z
Print Length Estimate: 1555
Word Count: 1555
Print Inches: -1

Public message

Ready for Print: N/A
Sent to Print: 2022-09-08T04:00:00Z
Print Length Estimate: 1555
Word Count: 1555
Print Inches: -1

Publications

The Burlington Free Press

[+ Add publications](#)

Section

sports

[+ Add section](#)

Paywall Type

premium

[+ Add paywall type](#)

Shared

gannett

[Share with unit](#)

*Choose the type of assignment you are creating.

Assignment

Everything to know about the 2022 Chittenden County H.S. cross-c

Type
Text

Status
Draft

Print

Newsroom Publish

DOT Publish

Subscriber

Lead Boost

Significant Boost

Backfill Boost

Minor Boost

Push Alert

Newsletter

Instagram

Facebook

Other Social

✓ Text


07 Sep 2022 10:14

presto-suite-story-editor.gannettdigital.com/wp-a
site_code=PBUR
w.burlingtonfreepress.com/story/sports/high-
/09/07/vermont-high-school-cross-country-runn

*Below the text box, click “Add assignee” and choose the team or person to assign the task to. If it’s a boost you will set yourself or something the newsroom is handling, add yourself as the assignee.

Assignees

 *No assignees exist*

 [Add assignee](#)

***For print:** Add the region, print section (1A, news, sports, features) and print position (CP, downpage, inside, etc.)

Region

[+ Add region](#)

Print Section

[+ Add print section](#)

Print Position

[+ Add print position](#)

*When you've finished filling in these items and **you're done making changes to your plans**, change the status at the top to Plan Set.

Assignment

Everything to know about the 2022 Chittenden County H.S. cross-country running teams

Type
Text

Status
Plan Set

Full day Undated

Description

ID: 65463569007
Link To Edit: [https://prnettdigital.com/wp-admin/edit?](https://prnettdigital.com/wp-admin/edit?friendly_id=65463569007&site_id=1)
Live URL: <https://www.vermont-runners.com/story/sports/high-school/varsitvinsider/2022/09/17/vermont-runners-school-cross-country-running-chittenden-county-team-outlook->

- Draft
- ✓ Plan Set
- DOT in progress
- DOT done

*Click "Add assignment" in the upper right blue box.

Cancel

Add assignment

*Click "Save changes" on the planning card in the upper right blue box. **DO NOT click the X. You must click Save Changes, or your work will be lost.**

*This will show on the planning card like this:

Plan

Everything to know about the 2022 Chittenden County H.S. cross-country running teams

Type
Plan

Status
Published

Edit Status
Edit Done

Time for planning

Wednesday September 7 2022, 10:14 – Wednesday September 7 2022, 10:14

Description

ID: 65463569007

Link To Edit: https://presto-suite-story-editor.gannettdigital.com/wp-admin/edit?friendly_id=65463569007&site_code=PBUR

Live URL: <https://www.burlingtonfreepress.com/story/sports/high->

[Show More](#)

Assignment

Everything to know about the 2022 Chittenden County H.S. cross-country running teams

The Burlington Free Press

10:14 - 10:14

The Burlington Free Press

New England DOT

Slug

BUR chittenden county xc running outlook

Public message

Ready for Print: N/A

Sent to Print: 2022-09-08T04:00:00Z

Print Length Estimate: 1555

Word Count: 1555

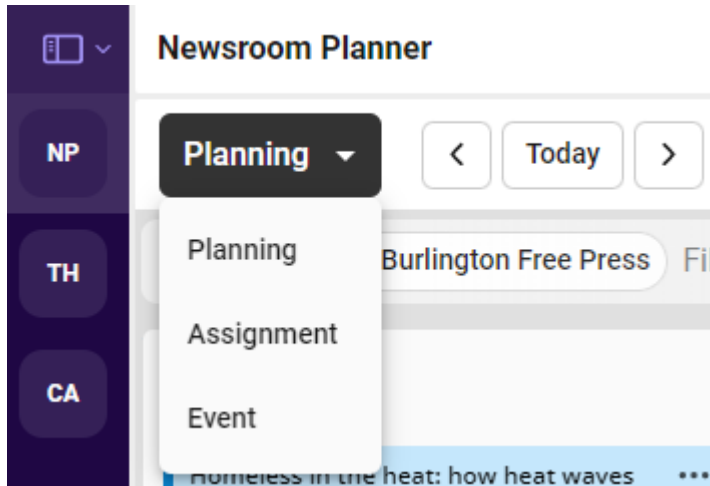
[Show More](#)

To view or edit your assignments:

*Open the planning card, edit it, click the assignment and edit that (see above steps). Be sure to save changes.

OR

*In the upper left of the main planning suite screen, choose Assignment from the drop-down.



*Here you can see all the assignments, similar to how the planning cards look. Blue is draft, purple is plan set, yellow/orange is in progress, green is done.

Assignment ▾

Filter... Burlington

Wednesday 07	Thursday 08 Today	Friday 09	Saturday 10
<p>Who's the best? Varsity Insider's Vermont high school football Week 1 power ra... News, The Burlington Free Press 05:00 - 05:00 The Burlington Free Press New England DOT</p> <p>Everything to know about the 2022 Chittenden County H.S. cross-country running teams The Burlington Free Press 10:14 - 10:14 The Burlington Free Press New England DOT</p> <p>Before Derrick Henry became the bedrock of the Tennessee Titans, he was the... The Tennessean at Nashville 20:00 - 20:00 The Tennessean at Nashville</p> <p>Vermont H.S. scores for Sept. 7: See how your favorite team fared (naviga 2) The Burlington Free Press 08:59 - 08:59 The Burlington Free Press</p> <p>Vermont H.S. scores for Sept. 7: See how your favorite team fared (Naviga) The Burlington Free Press 08:59 - 08:59 The Burlington Free Press</p> <p>Trump ally Steve Bannon's legal troubles: From border wall fund to Jan. 6 cont... News, The Burlington Free Press, The Providence Journal 12:00 - 12:00 The Burlington Free Press The Providence Journal New England DOT</p> <p>Why some Burlington children's gravestones are getting new life</p>	<p>Test Assignment News, Sports, "Hometown Life Observer & Eccentric Media, Abilene Reporter-News, Akron... 09:07 - 09:07 The Burlington Free Press The Providence Journal "Hometown Life Observer & Eccentric Media Abilene Reporter-News Akron Beacon Journal New England DOT</p> <p>Test Assignment 2 News, Sports, "Hometown Life Observer & Eccentric Media, Abilene Reporter-News, Akron... 09:07 - 09:07 The Burlington Free Press The Providence Journal "Hometown Life Observer & Eccentric Media Abilene Reporter-News Akron Beacon Journal New England DOT</p> <p>Luke Combs is bringing his world tour to Nissan Stadium next spring The Tennessean at Nashville 10:30 - 10:30 The Tennessean at Nashville South DOT</p> <p>Test assignment 4 News, Sports, "Hometown Life Observer & Eccentric Media, Abilene Reporter-News, Akron... 09:07 - 09:07 The Burlington Free Press The Providence Journal "Hometown Life Observer & Eccentric Media Abilene Reporter-News Akron Beacon Journal New England DOT</p>	<p>Vermont H.S. scores for Sept. 7: See how your favorite team fared News, The Burlington Free Press 08:59 - 08:59 The Burlington Free Press New England DOT</p> <p>Test Assignment News, Sports, Abilene Reporter-News, Alamogordo Daily News, Amarillo Globe-News,... 11:00 - 11:00 Abilene Reporter-News Alamogordo Daily News Amarillo Globe-News The Des Moines Register Atlantic DOT</p> <p>Test Assignment 3 News, Sports 00:00 - 00:00</p> <p>Before Derrick Henry became the bedrock of the Tennessee Titans, he was the... The Tennessean at Nashville 17:00 - 17:00 The Tennessean at Nashville Florida/Georgia DOT</p>	<p>Bread & Puppet's political theater going strong for 59 years High Priority, News, The Burlington Free Press 08:00 - 08:30 The Burlington Free Press New England DOT</p> <p>Week 3 top performers The Des Moines Register 11:00 - 11:00 The Des Moines Register Plains DOT</p> <p>Week 3 top performers The Des Moines Register 01:15 - 01:15 The Des Moines Register Plains DOT</p> <p>Week 3 top performers The Des Moines Register 11:00 - 11:00 The Des Moines Register Plains DOT</p>