

# HOW TO SEND A GO BEYOND E-CARD

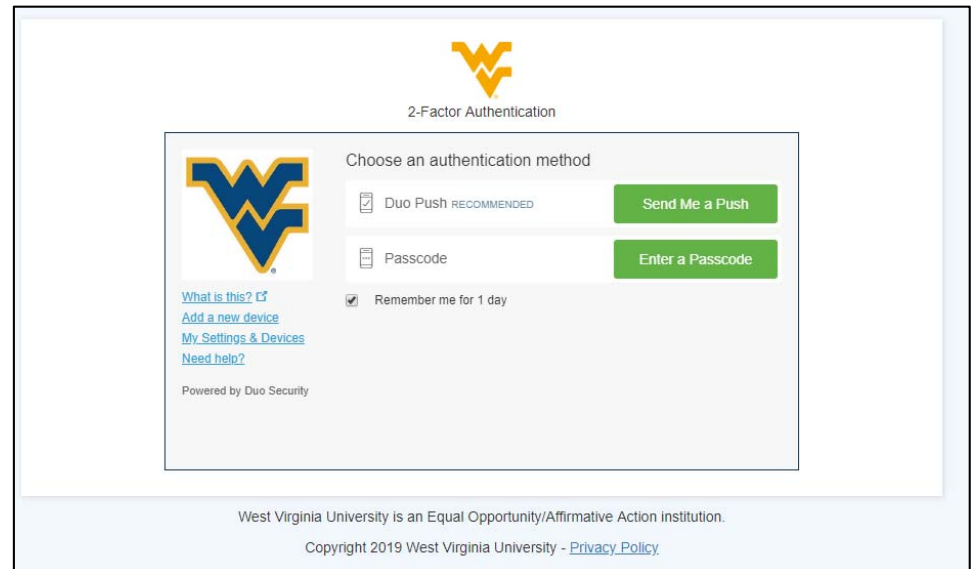
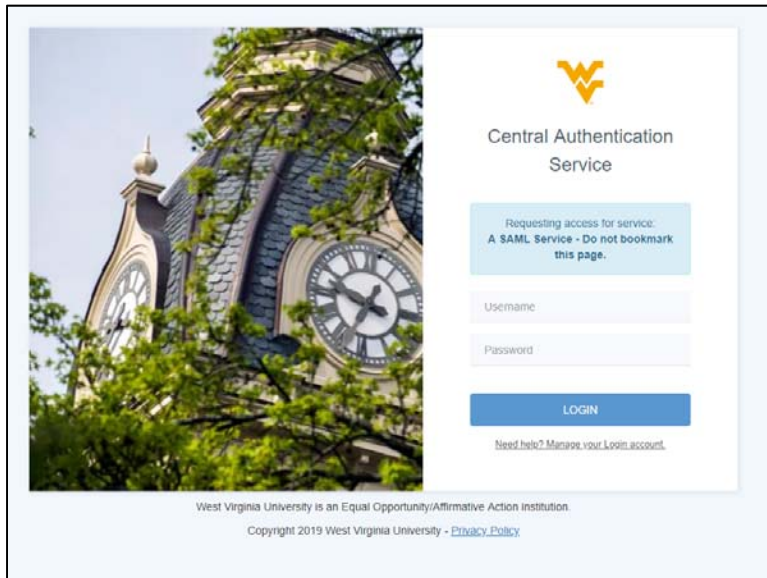
## / How do I get started?

Sending a Go Beyond E-Card is an easy way to show recognition and appreciation to those extraordinary things fellow Mountaineers do every day.

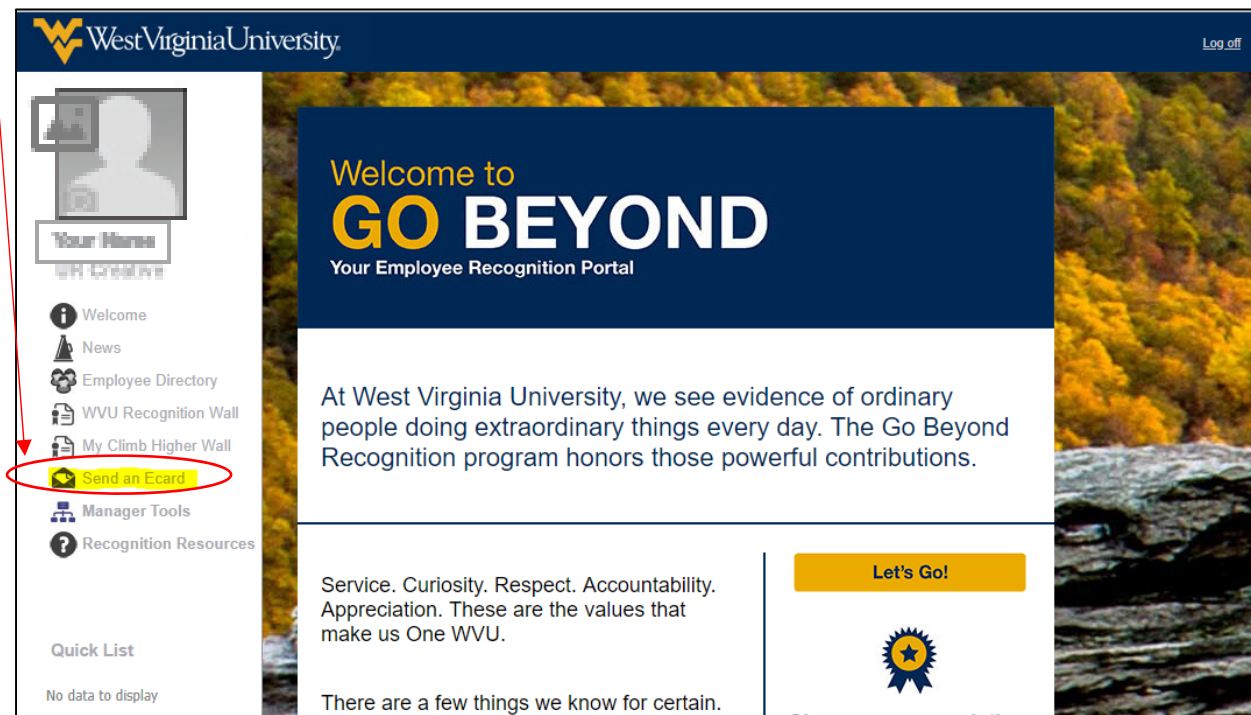
This tool has the capability of sending public or private recognition to those who have gone the extra mile.

Follow these few steps to see how easy it can be to show your appreciation today.

1. Go to [gobeyond.wvu.edu](https://gobeyond.wvu.edu). Log in using your WVU login credentials and authenticate using two-factor authentication.



2. Select “Send an Ecard” from the options on the left side of the screen.

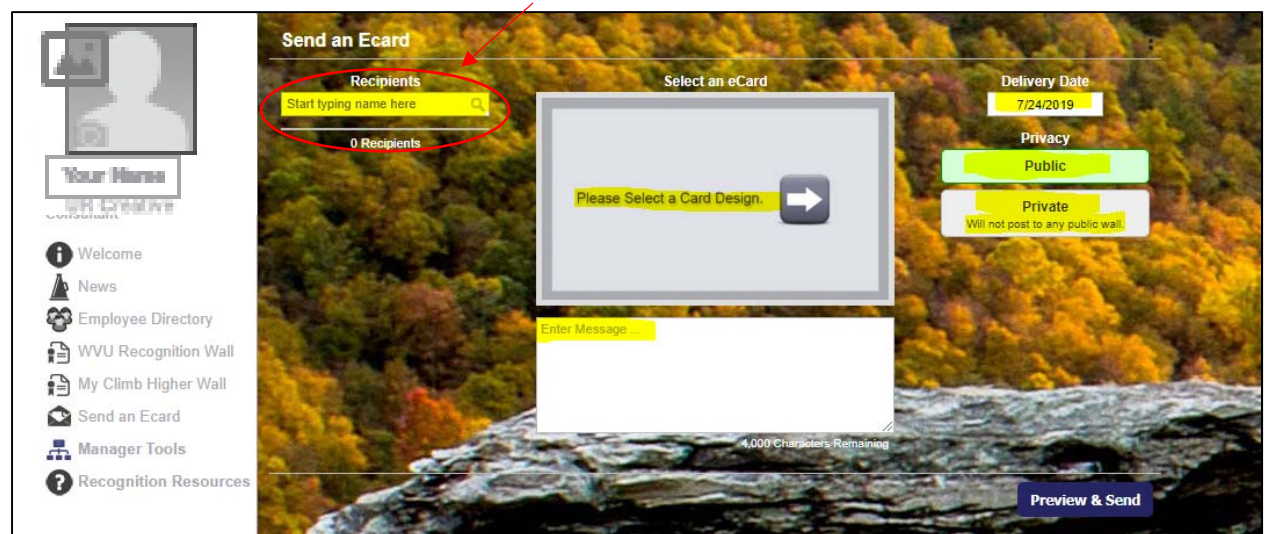


3. Next, you can select your recipients name in the box stated, “Start typing name here”.

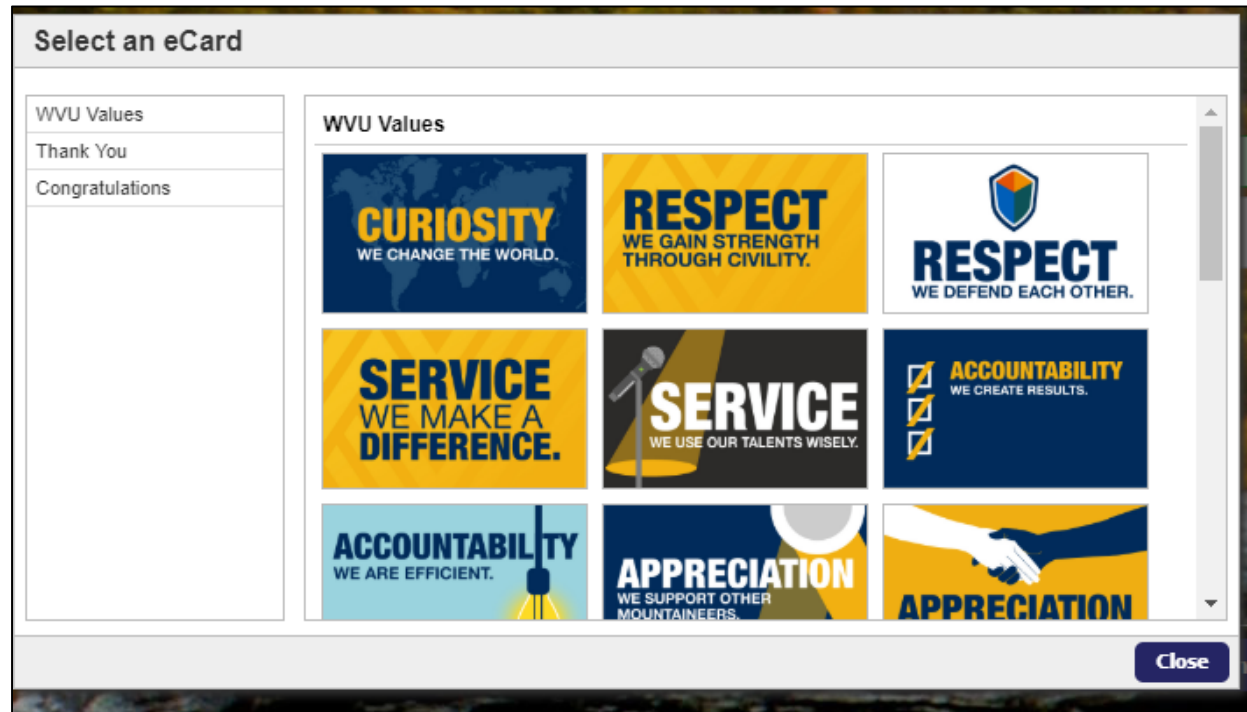
/ Keep Mind that you will need to use an employee’s **legal name**, not a nick name.

/ You can add multiple names to a single card.

/ If you are unable to find an employee, please contact LOD at **304-293-7217** or **LOD@mail.wvu.edu**



4. After selecting your recipients, click on the grey box that reads “[Please Select a Card Design](#)” to choose your card. Cards options change periodically, and focus on our values, Thank You, and Congratulations.



5. Type your message under the box titled “[Enter Message](#)”.
6. Choose whether you would like to send your card [privately](#) or [publicly](#).
7. You can change the “[Delivery Date](#)” if needed.
8. Finally, select “[Preview & Send](#)” and confirm your message.



# Tips for a Writing a Go Beyond Card

- / Be timely and specific with your message, aiming for at least 3 or 4 sentences.
- / As in all public communications, remember that the privacy of our students is a legal responsibility, so please don't "name names" relating to confidential situations.
- / Consider whether the card recipient enjoys [public](#) or [private](#) recognition.
  - / If you choose to send a private E-Card, only that employee will be able to view your message.
  - / A public E-Card will appear on the WVU Recognition Wall for anyone to see, and a copy will be sent to their supervisor.
- / Tie your recognition to our WVU Values.
  - / If you see someone providing outstanding [service](#) to one of our visitors – share that you see the work they are putting in!
  - / If you have a new team member who is asking great questions and demonstrating [curiosity](#) – share that you [respect](#) their initiative in helping the team move forward!
  - / If you work with someone who you can always count on – share your [appreciation](#) for their consistent [accountability](#)!
- / Set a weekly reminder for yourself to think about if someone has gone above and beyond (and then share your appreciation for that person!)