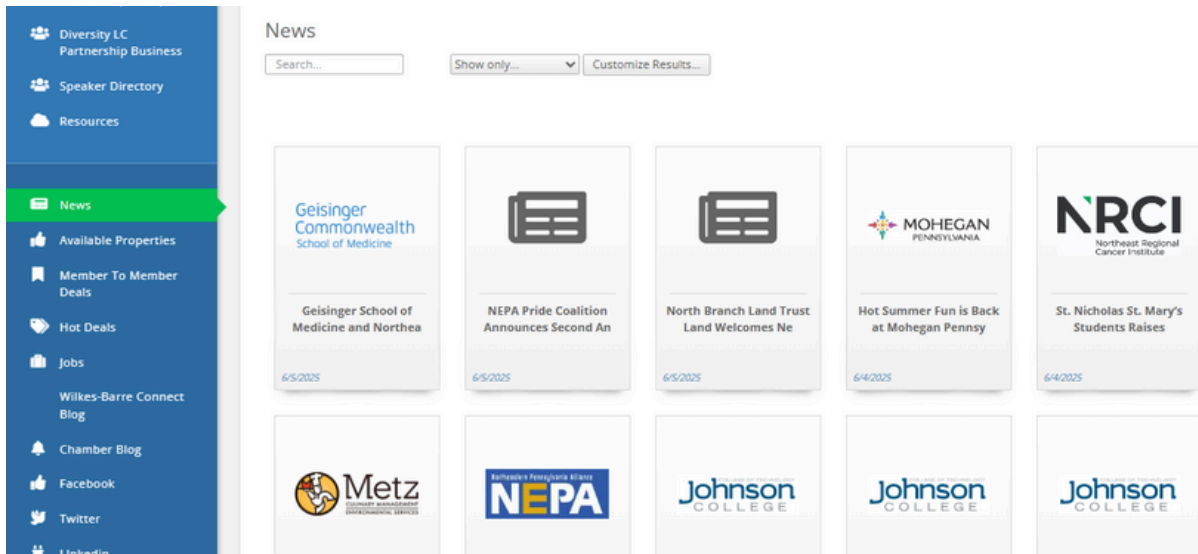
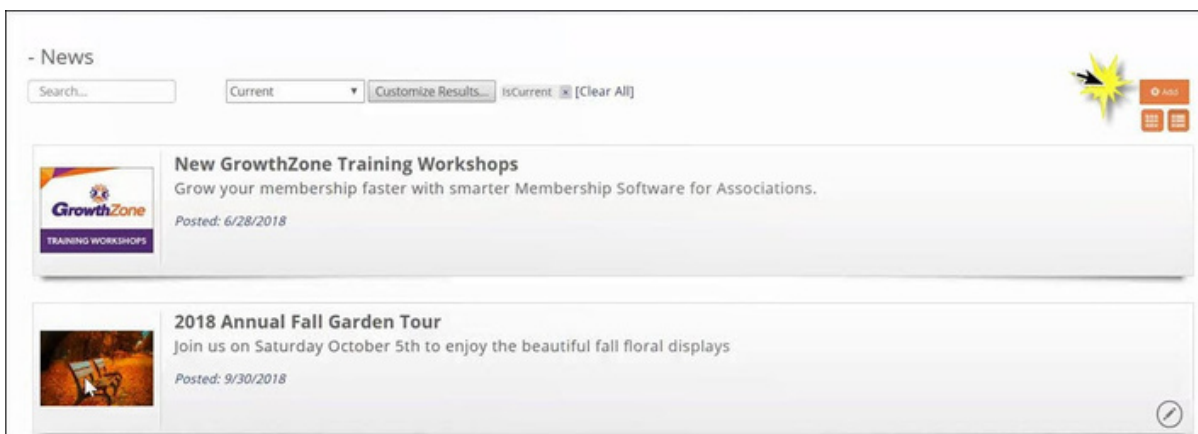


How to Add a News item to the Member Headlines in the Membership Hub

1. Click “News” in the left-hand navigation panel.



2. Click the “Add” button.



3. Configure the following:

- **Contact** - The contact name will default to the member currently logged into the system. If applicable, and organization name may be selected from the drop-down list.
- **Content Status** - The content status will display as a Draft. Once the news item is saved, the status will be updated to Pending Approval. Once your staff has approved the news item, the status will be updated to Approved.
- **Title:** Enter a title for the news item. The title will display as the main title for the news item.
- **Tags** - Add tags for the news item.
- **Description** - Provide a description. This is the content of your news item.
- **Search Description:** Enter a search description, this is the description that will appear on the news items listing.
- **Publish Start** - Enter the date the content should start being published to your web-site.
- **Publish End** - Enter the end date for the publication of this content.
 - **Note:** The “Web Content Pre-Expiration Notice” automated email will be sent to the contact three days prior to the Publish End. Within the email will be a link, that will take them to the Membership Hub where they could update the news item end date.
- **Category** - Select a category(s) from the list. Categories provide a way for the public to search your news content, and also allow you to easily report and analyze on web content submissions.
- **Custom Fields:** Custom fields have been included for each content type. You may remove these fields when setting up your content types and add additional fields as desired.
- **Media Contact** - This is a default optional custom field.
- **Related Links** - This is a default optional custom field.
- **Source** - This is a default optional custom field.
- **Additional Custom fields** - Any custom fields you have added to the content type will be displayed for configuration.

Add Content Item -

Contact

Allison Wilson ▼

Content Status
Draft

Title

Tags

Add Tags

Description

B I U ↺ x₂ x² A ▾ T! ▾ 🔥 🔊 ☰ ☷ ☹ - 🔗 📎 🏠

Type something

Publish Start

Publish End

Search Description

Categories

None Selected ▾

Media Contact

Related Links

Source

Search Results Image

4. Click the “Search Results” icon to add an image to your news item. This image will be displayed in the news items list. Additional images may be added to the news item after it has been saved.

5. Click “Done” to save the news item.

After a member submits a news item, Chamber staff members may approve or decline the content. When the staff member approves the content, the member that submitted the content will receive an email notification stating the content was approved. Please allow for up to two days for your news to appear on the Member Headlines page.