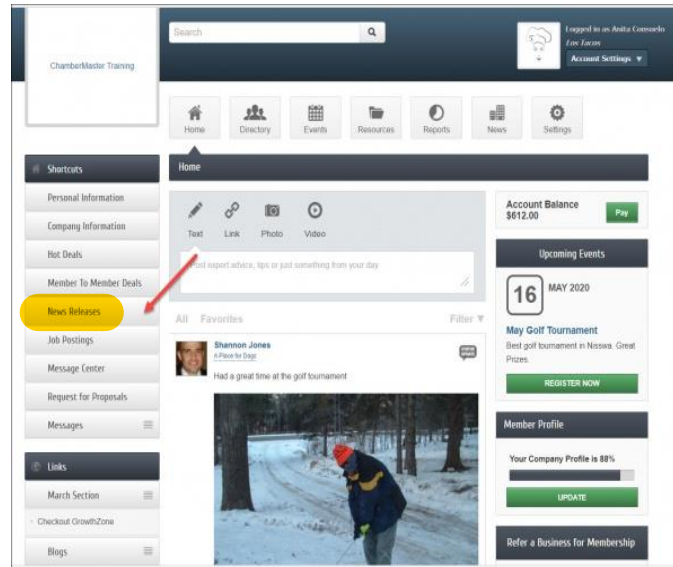
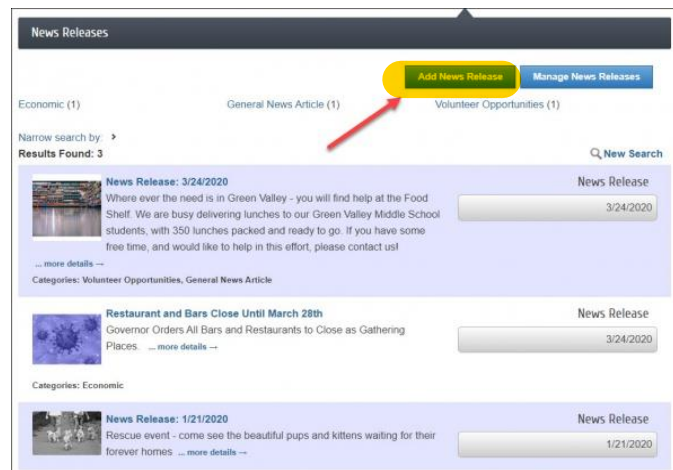


How to Submit a News Release

1. Select **News Releases** in the left hand panel.



2. Select **News Releases** from the left side menu.



3. Click **Add News Release**.

Meta Description: (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)

Categories

Chamber Young Professionals Community Military Affairs

Search Results Logo

Image Not Assigned

Add Image

Contact Information

Choose Contact

Contact Person:

Contact Title:

Contact Phone:

Contact Email:

Save as Draft Cancel **Submit for Approval**

4. Complete the following information:

- **Title:** Enter a title for the news release.
- **Displayed Release Date:** This date is displayed on the news release page to let people know the "age" of the release.
- **Publish Start/End Date:** Indicate when you would like to first publish this news release, and when it should no longer be published.
- **Body Text:** Enter in the actual news release.
- **Meta Description:** Enter a 1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max.
- **Categories:** Select the category(ies) under which this news release should be.
- **Search Results Logo:** Select the image that you wish to display in News Release search results.
- **Contact Information:** Enter desired contact information.
- Click **Submit for Approval**.