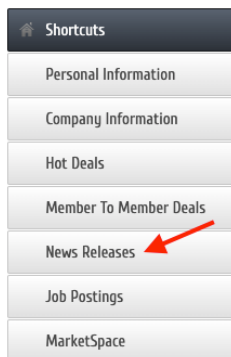
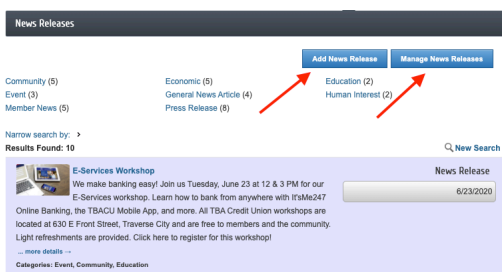


# How to submit a News Release

1. Log into the [MIC](#) (Member Information Center)
2. Click on News Releases in the left hand shortcuts list



3. Select Add News Release OR Manage News Releases to edit a prior release



4. To Add the News Release:
  - a. Enter a Title
  - b. Adjust Publish Start and End Dates, if desired (will prefill to display for 1 month)
  - c. Enter the text of the News Release – adjust Fonts, create hyperlinks, and other formatting as desired
  - d. Add a Meta Description
  - e. Select appropriate Category(ies)
  - f. Upload a Search Results Logo if desired
  - g. Enter Contact Information
5. Select Save as Draft
6. When happy with your document, select Submit for Approval
7. Your News Release will be reviewed and approved by a Traverse Connect staff member

The form is divided into several sections:

- General:** Title (News Release: 6/12/2020), Displayed Release Date (6/12/2020), Publish Start Date (6/12/2020), Publish End Date (7/12/2020). A red arrow points to the Title field with the text 'Enter title'. Another red arrow points to the Publish Start Date field with the text 'Adjust if necessary'.
- Body Text:** A rich text editor with a toolbar. A red arrow points to the text area with the text 'Enter text of release and adjust font, create hyperlinks, etc.'.
- Meta Description:** A text box for a 1-2 sentence summary. A red arrow points to the text box with the text 'Add short description'.
- Categories:** A list of checkboxes for categories: Community, Fun Facts, Papers/Research, Event, Economic, General News Article, Political, Member News, Education, Human Interest, Press Release.
- Search Results Logo:** A box for uploading a logo. A red arrow points to the box with the text 'Upload logo or image if desired'.
- Contact Information:** Fields for Choose Contact, Contact Person, Contact Title, Contact Phone, and Contact Email. A red arrow points to the Contact Person field with the text 'Enter contact information'.
- Buttons:** 'Save as Draft', 'Cancel', and 'Submit for Approval'. A red arrow points to the 'Save as Draft' button with the text 'Save as Draft; when finalized, submit for approval'.