Managing News

STEP 1

Visit eku.campuslabs.com/engage, and click "Sign In" in the upper right corner (as seen below).



STEP 2

Enter your EKU Email credentials to log

into the system.



STEP 3

Locate the student organization you serve as an officer in, and click into the organization.



STEP 4

Once in, click on "Manage Organization" in the top right corner. If you do not see this, be sure you have accepted the invitation to be an officer.

| STUDENT LIFE & FIRST YEAR EXPERIENCE HOME EVENTS ORGANIZATIONS NEWS FORMS | ◎ Ⅲ □ |
|--|------------------|
| TEST | |
| Contact Information 521 Lancaster Ave Rowlett 115 Richmond, KY 40475 United States E: dylan.bogard@eku.edu P: 859-622-3855 | |
| All Events | VIEW MORE EVENTS |
| There are currently no upcoming events. <u>View past events.</u> | |



STEP 7

Select "Create Article" in the top right corner.

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| TEST Meno Manage Nev | VS | | |
| Search News Articles Q Search News Article | Articles No Results | | CREATE ARTICLE |
| | | No Articles Found | |
| | | | |
| | | STEP 8 | |
| Comple | ete the sections of th | ne article, and hit "Cre | eate Article" to |
| | save and sha | re with your members | |
| C Eastern Kentucky University, Stu: × + | | \sim | - 0 × |
| ← → C | er/organization/test/news/create?backLabel=Back%20to%2 | 0News&backUrl=%2Feng ne%2Factioncenter%2Forganization%2l | Ftest%2Fnews%3F ☆ ○ 💹 🤤 : |
| STUDENT LIFE & FIRST-YEAR EXPERIENCE TEST | | | |
| < BACK TO NEWS | | | |
| Create New | vs Article | Article Act | ions |
| Title * | | | CREATE ARTICLE |
| Article Title * | | | |
| Summary * | | | |
| Article Summary * (up to 250 characters) | | a | |
| Body * | | | where of the to upload. |
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| Execution in the second second | and the | | |