## **Updating News Section**

<u>Step 1:</u> Go to <u>https://eku.campuslabs.com/engage/</u> and click "Sign In" at the top right corner (as seen below).



Step 2: Enter your EKU Email credentials to log into the system.





Step 3: Find the organization you would like to manage on the left menu.

Step 4: Click the organization on the left menu and click the "News" button.



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**<u>Step 5</u>**: From here you will be able to view your organization's news articles and create new ones.

**<u>Step 6</u>**: When creating a new article once you have entered in all of the information you may create the article using the button at the top right.

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				Images will be cropped in different views, so for the best experience try to upload an image with the subject in the center. Text in images should be avoided for accessibility reasons.	
				Image Alt Text	
		P Tip: If you create a link to a YouTube or Vimeo video in your article. This field is required	POWERED BY TINY it will embed the video at the location of your link.	Visibility	
		Notify Members		Visibility Public	
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