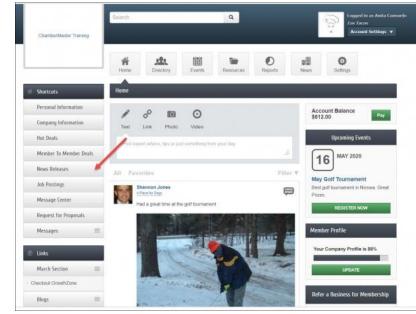
## Submit a News Release from the MIC



1. In the MIC, select **News Releases** in the left hand panel.

2. Select News Releases from the left side menu.

			Add News Rele	ase Manage News Releases
Economic (1)		General News Article (1)	Volunteer 0	Opportunities (1)
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more details → Categories: Volur	Shelf. We are busy students, with 350 free time, and wou	ed is in Green Valley - you will find help a delivering lunches to our Green Valley h lunches packed and ready to go. If you h d like to help in this effort, please contact eneral News Article	tiddle School	3/24/2020
-	Restaurant and Bars Close Until March 2			News Release
1. All 10. EDGED	Governor Orders A Placesmore det	II Bars and Restaurants to Close as Gath alls →	ering	3/24/2020
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		escue event - come see the beautiful pups and kittens waiting for rever homesmore details		

3. Click Add News Release.

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- 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.