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.

3. Click **Add News Release**.
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.**