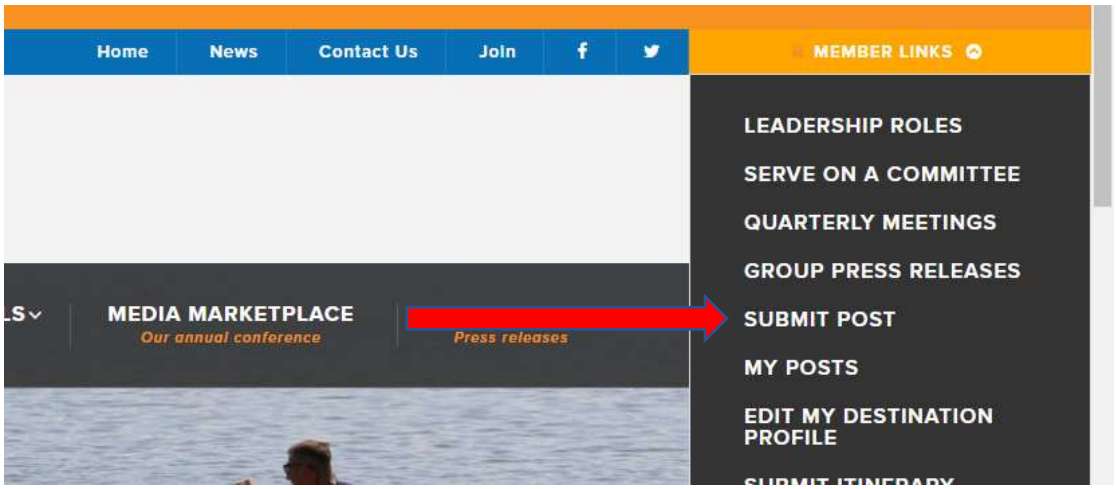
MATPRA

How to Add a News Post to the Website

Experiencing difficulties? Contact us: AMorris@fxva.com

Add a News Post:

1. Go to www.matpra.org
2. Enter your Username or Email Address & your password in the "Member Log-In" section on right side of site.
3. To submit a post, click "**Submit Post**" from the "Member Links" dropdown on right side of site.



4. In the Post Submission form, please enter the following:
   a. **Title** and your main body **Content**. You can add images to this body Content by selecting "Add Media."
   b. **Categories**: Please always remember to select "All States" and "Your State", as well as "News." There should always be three categories selected here.
   c. **Notes to site administrator**: If you are submitting multiple posts, or if you have a specific date you would like this to publish, PLEASE NOTE PREFERRED PUBLICATION TIME in this field. You can also list any other notes or questions for the Web Admins here.
   d. **Featured Image**: This image will be the lead image selected for the homepage News Feed. This image will NOT appear in the main body content of the News Post (those you will need to add separately in the main body Content field).
5. Once you have added all your News Post content, click "**Submit Post for Approval**." Admins will review and approve your post and they will be fed to the website.

CRITERIA:
PLEASE READ!

- Each DMO can submit **2 news posts per quarter** to help balance out content, for **total of 8 submissions a year**.
- If submitting all 8 at once, you MUST list your ideal publishing timeframes (i.e. Day/Month) in the "Notes to Admin" section so that they can be scheduled in advance.
- Consider repurposing your own blog or e-newsletter content for these News Posts.
- Always submit at least one photo to go with each post. This can be added as the Featured Image, but also added into the body of your post. (Make sure you have rights to post!)
- You can view your archive of submitted posts by clicking **"My Posts**" on the top left of the toolbar.