How to submit a feature story
Click the purple icon on your dashboard. Upload an accompanying image for your feature story by clicking Browse. Fill out the following text fields: Title and Content. Click Submit then wait for the notification confirming that your submission has been sent for approval.

How to submit an announcement
Click the red icon on your dashboard. Upload an attachment for your announcement by clicking Browse. Fill out the following text fields: Subject, Office, To, Posting Date, and Content. Click Submit then wait for the notification confirming that your submission has been sent for approval.

How to add a photo
Click the pink icon on your dashboard. Click Select File to upload an image file from your computer. Fill out the following text fields: Photo Title, Photo Caption, Event Description, Date, and Location. Click Submit then wait for the notification confirming that your submission has been sent for approval.

How to upload a video
Click the blue icon on your dashboard. Click Select File to upload a video file. Fill out the following text fields: Video Title, Video Description, Date of Event, and Location. Click Submit then wait for the notification confirming that your submission has been sent for approval.

How to create a poll
Click the green icon on your dashboard. Upload an accompanying image for your poll by clicking Browse. Fill out the following fields: Poll Question, Poll Description, Poll Answers, Proposed Start Date, and Proposed End Date. Click Submit then wait for the notification confirming that your submission has been sent for approval.

How to promote an event
Click the yellow icon on your dashboard. Upload an accompanying image for your event by clicking Browse. Fill out the following text fields: Event Title, Event Type, Organizer, Date, Target Audience, and Additional Information. Click Submit then wait for the notification confirming that your submission has been sent for approval.

Your dashboard is the control panel at the top left side of the page. The dashboard is the interactive center of your account which allows you to create new posts. There are six color-coded icons on your dashboard, each with a corresponding function.