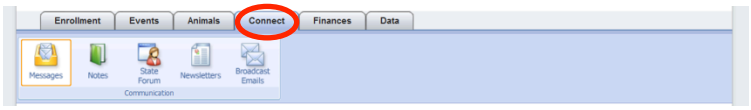
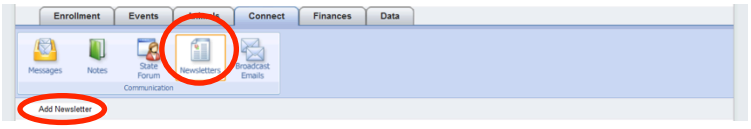
How to Upload Newsletters and Announcements

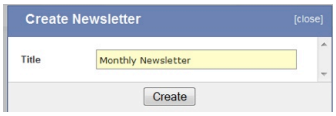
1. Login to a County or District account.
2. Click on the “Connect” tab.



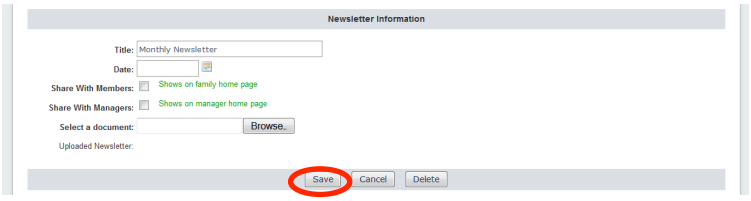
3. Click on the “Newsletters” icon.
4. Select “Add Newsletter.”



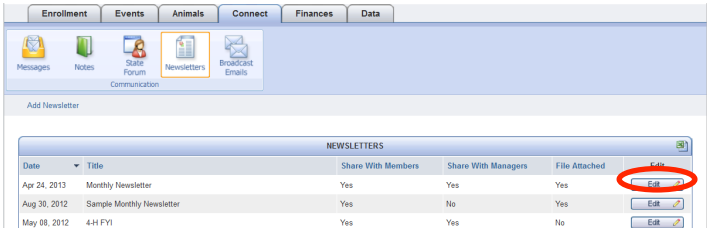
5. Enter the Newsletter Title.



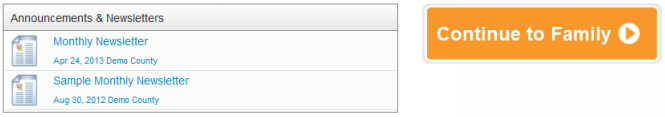
6. Enter the upload date.
7. Select “Share with Members” to post on the Family Home page and/or “Share with Managers” to post on the Manager Home page.
8. Click on “Browse” to select a file.
   NOTE: The file must be in a .pdf format.
9. Click “Save



10. Once the newsletter is uploaded, it will appear in the list of newsletters.
11. Click “Edit” to delete any outdated newsletters or hide them from manager/family home pages.



12. Newsletters and Announcements will appear on the Family home page for families in the County.



13. Newsletters are available to merge in Broadcast Email. Double click on the newsletter link to insert it in the body of the email.