


Add News & Updates

1. To add a news or update record, click News in the navigation bar, then click Add.
2. Enter a name for the record in the Title field.

News & Updates

General

Title:

Folder:  [Choose Folder](#)

Additional Information

3. If required, select an alternate folder for the record.
4. Complete any custom fields in the Additional Information section.
5. Click Add & Continue to save your changes and view additional options.