Managing News

STEP 1

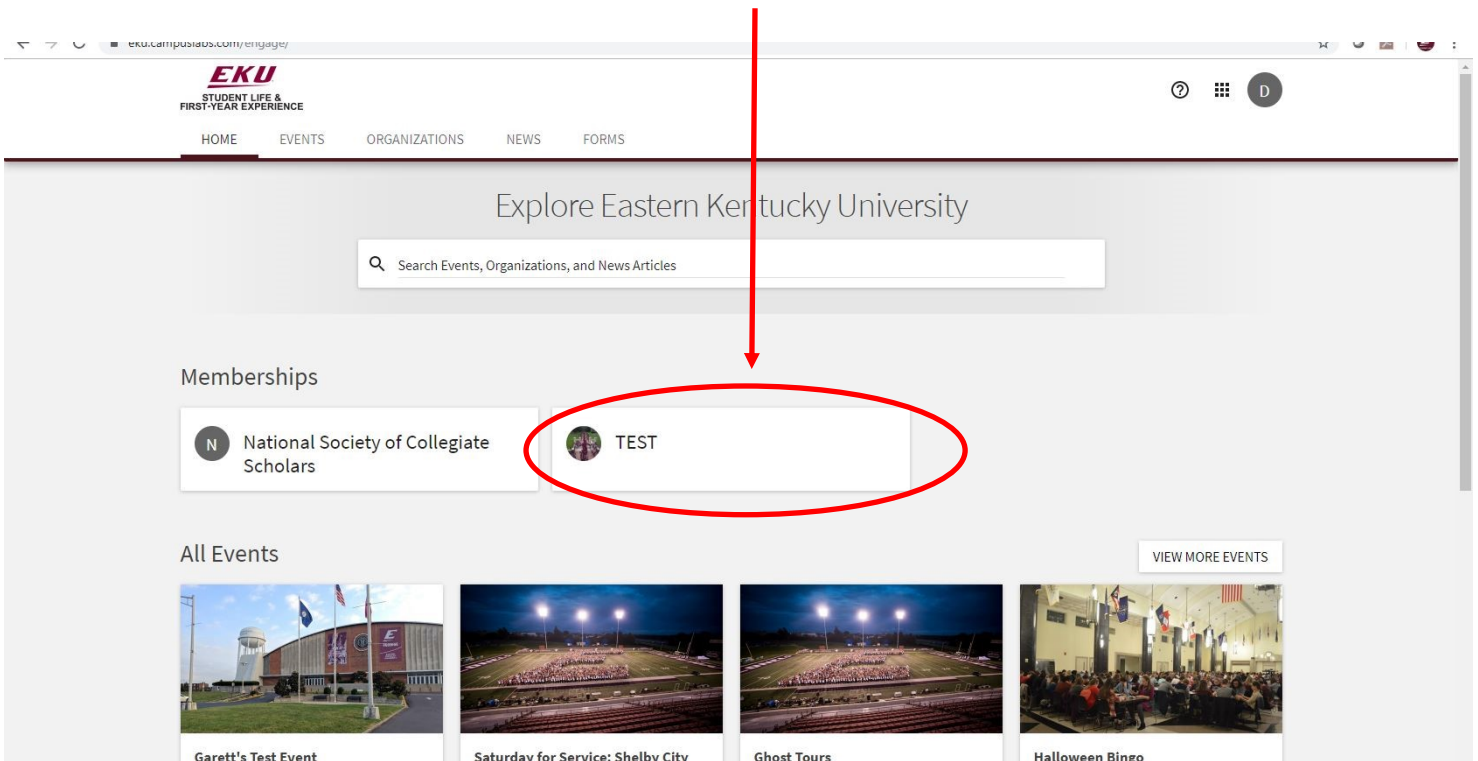Visit eku.campuslabs.com/engage, and click "Sign In" in the upper right corner (as seen below).
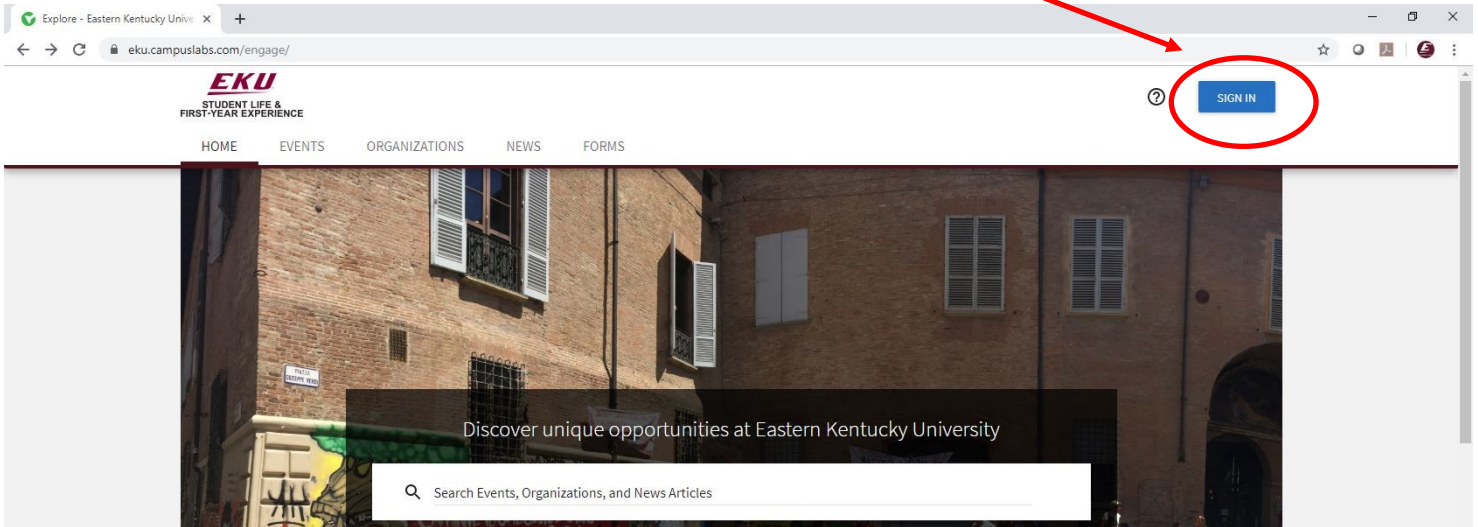
STEP 2

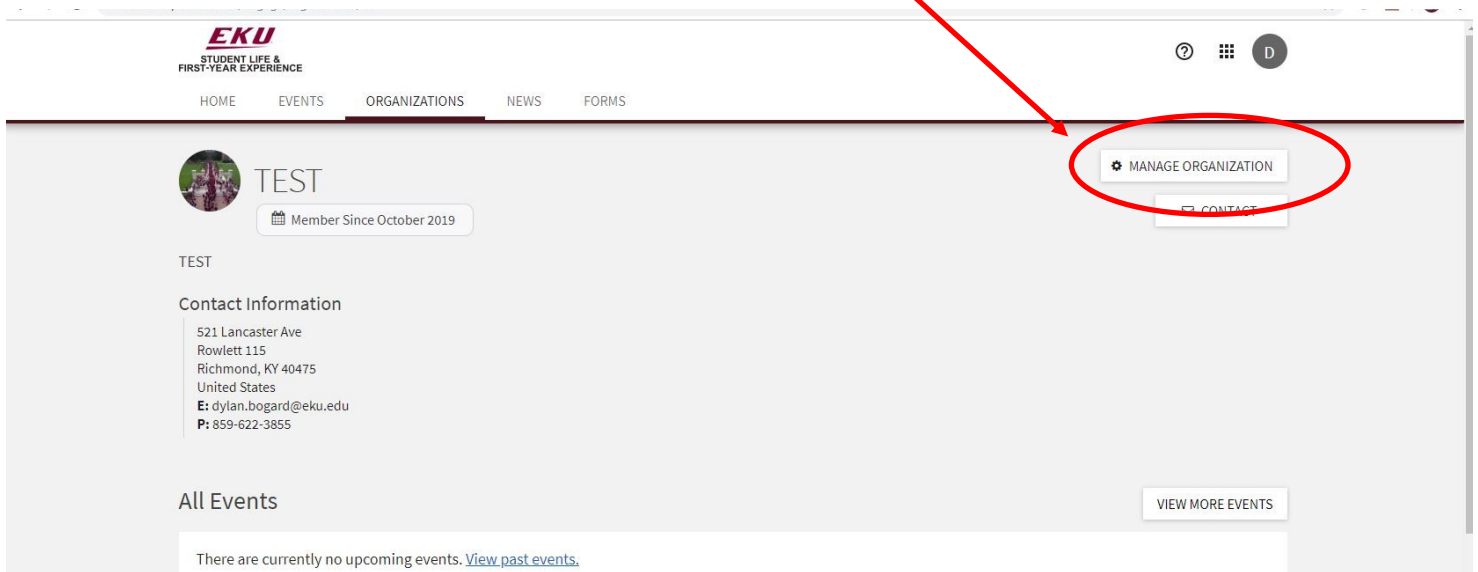Enter your EKU Email credentials to log into the system.
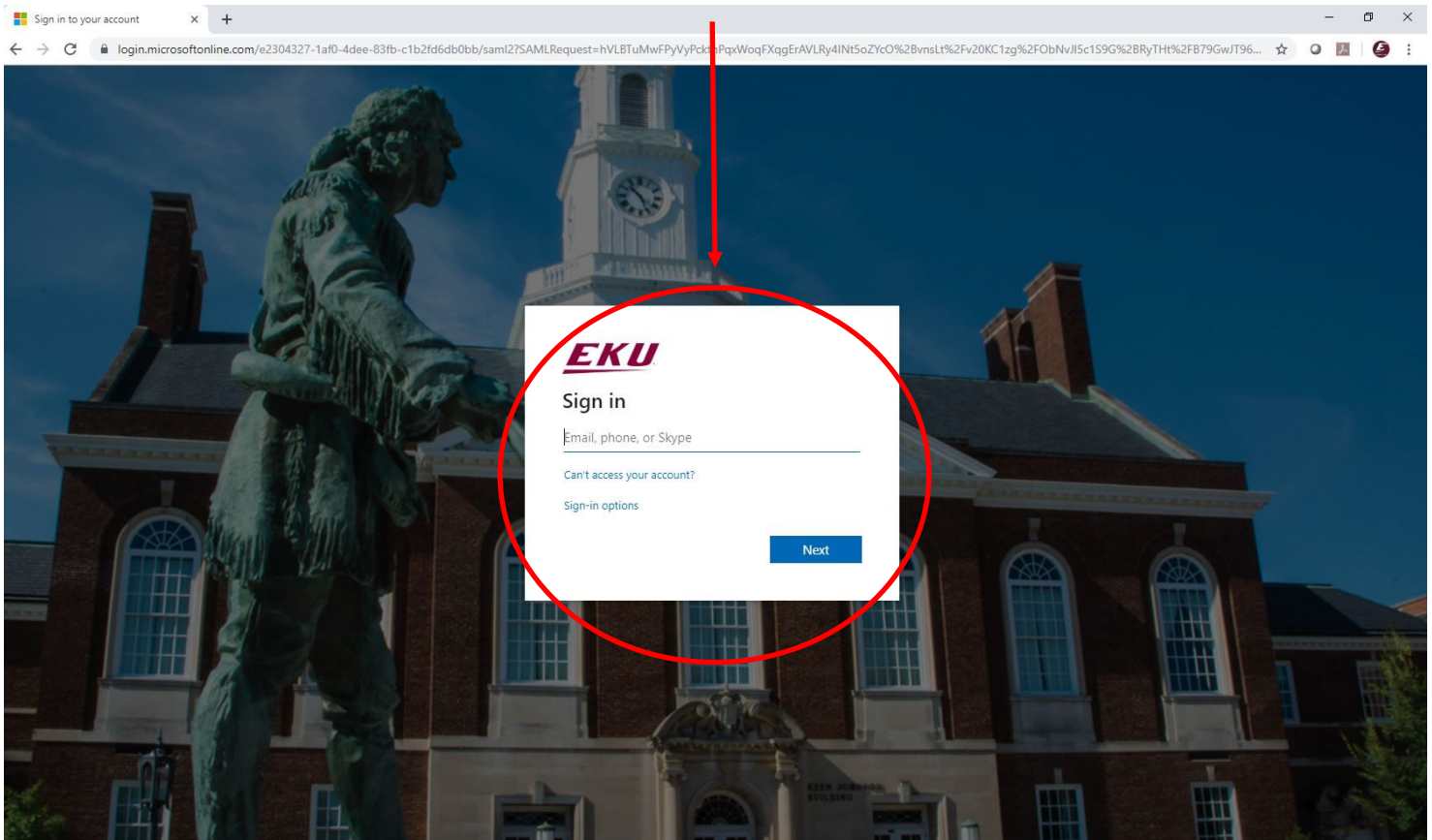
STEP 3

Locate the student organization you serve as an officer in,
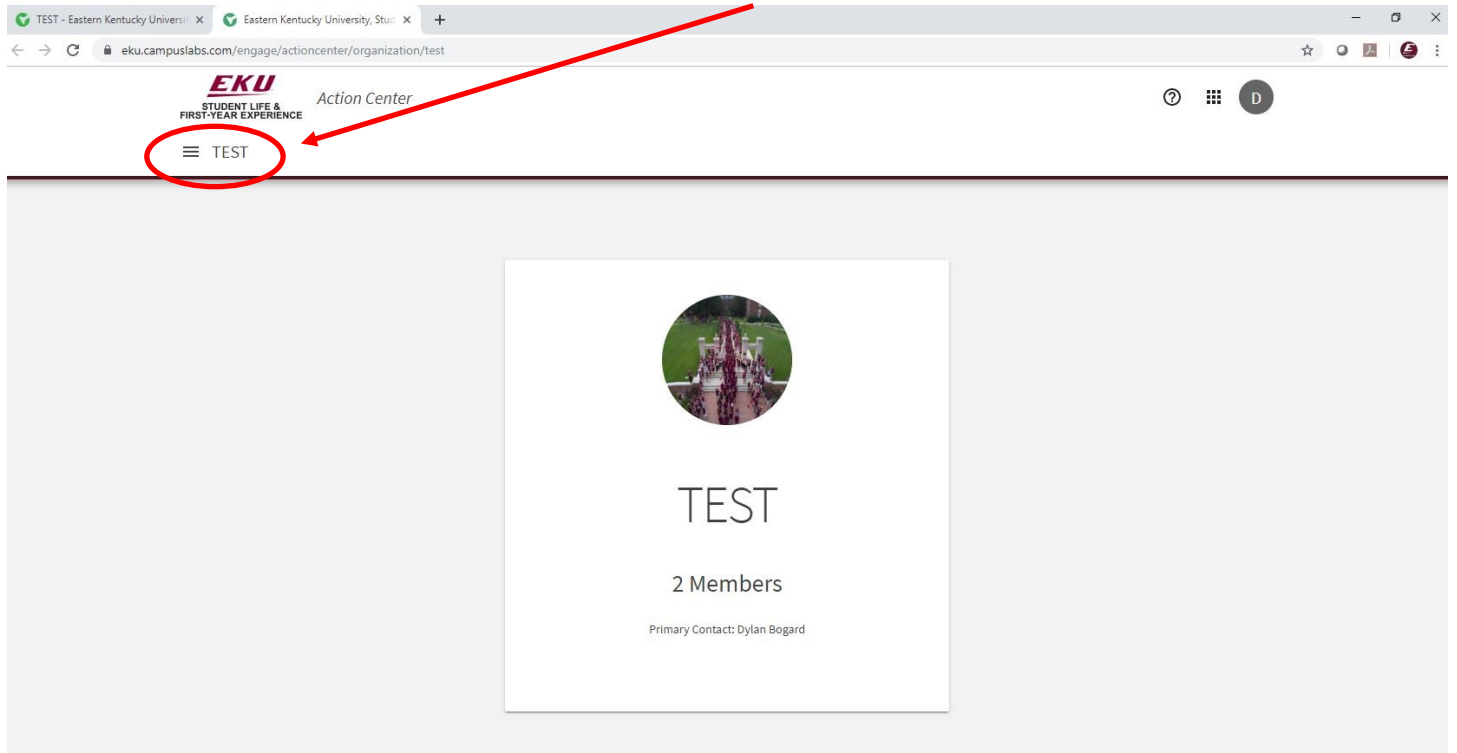and click into the organization.

STEP 4

Once in, click on "Manage Organization" in the top right corner. If
you do not see this, be sure you have accepted the invitation to be
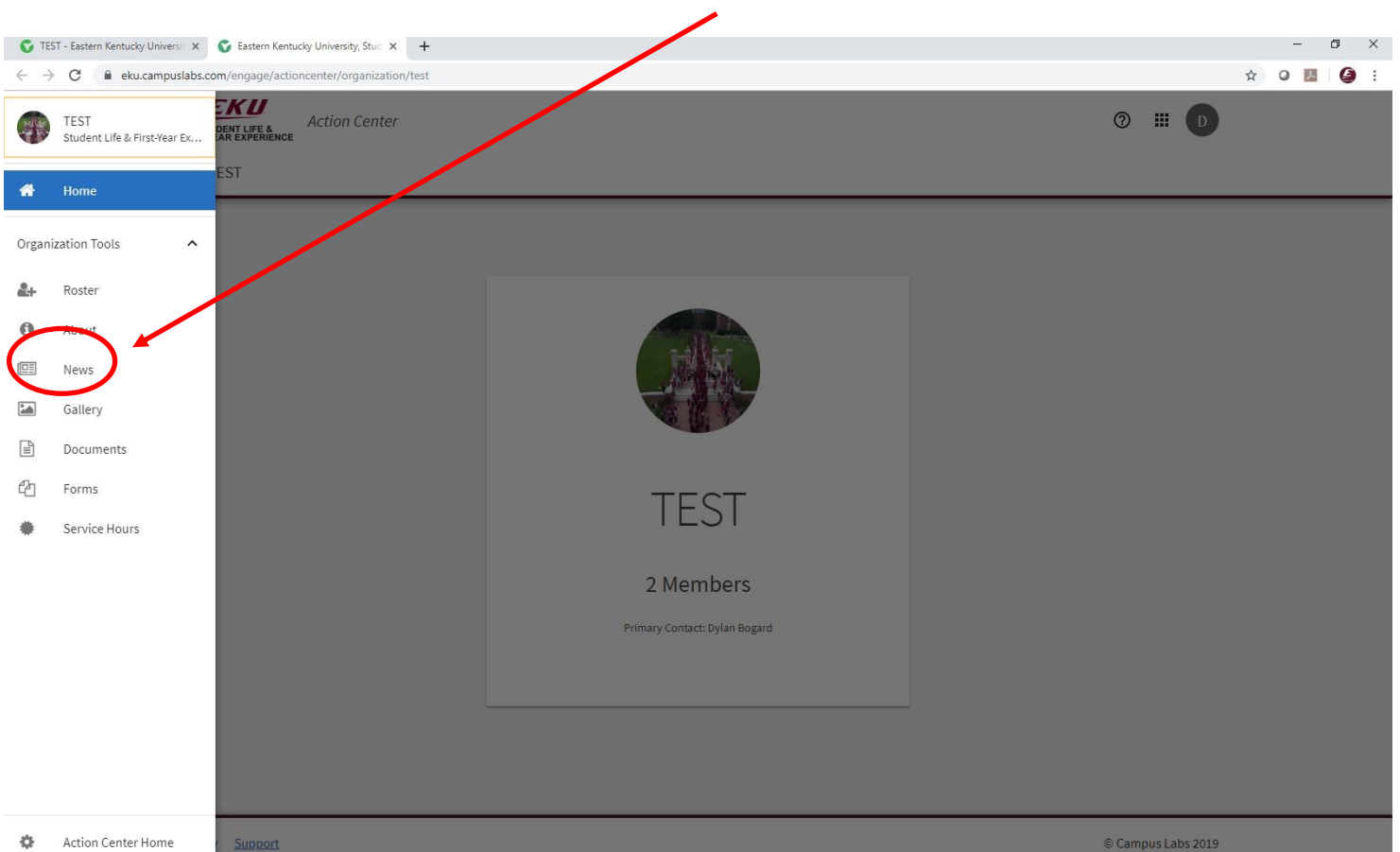an officer.

STEP 5

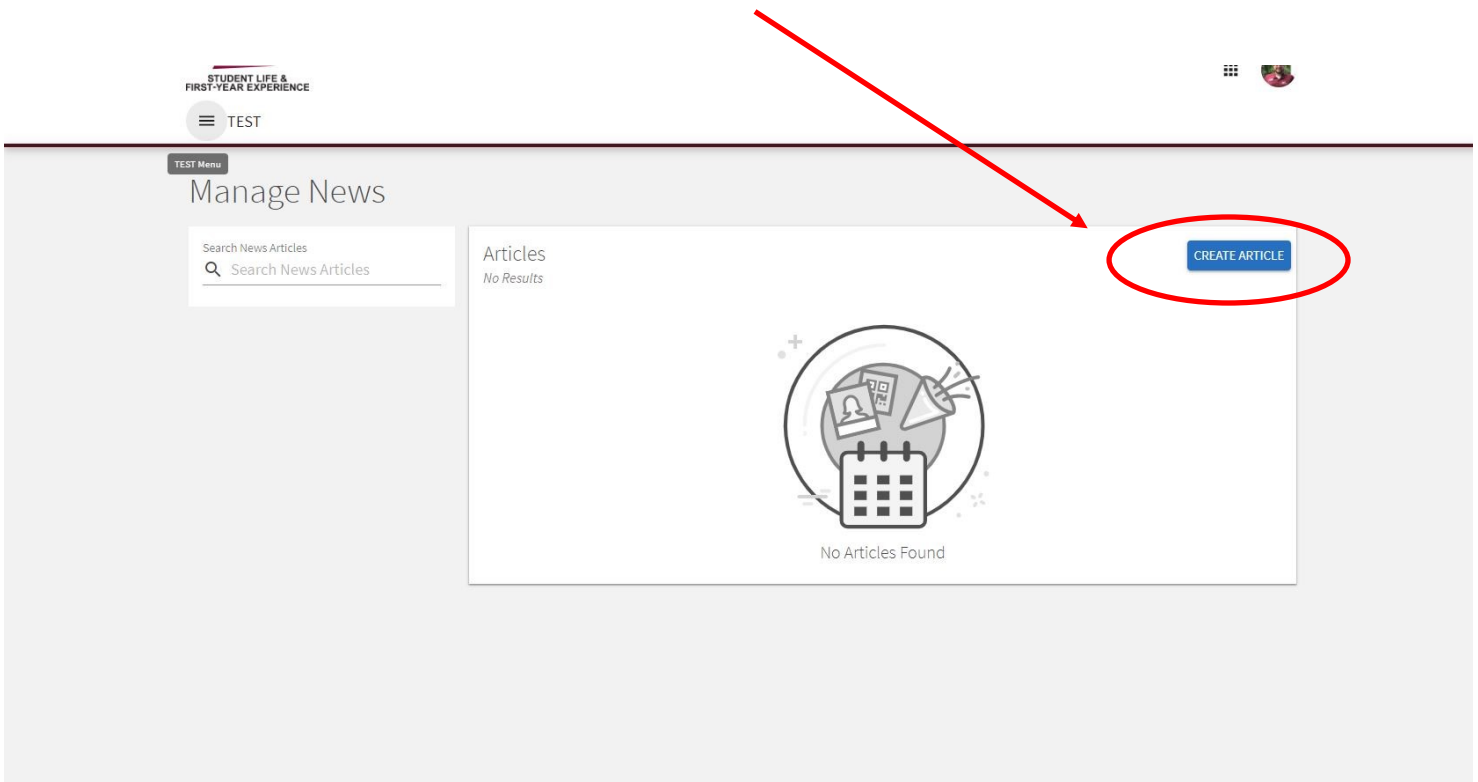## Select the menu icon in the top left corner.

STEP 6

Select "News."

STEP 7

Select "Create Article" in the top right corner.

STEP 8

Complete the sections of the article, and hit "Create Article" to save and share with your members.