

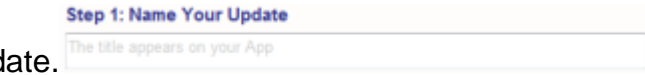






## Create Update

From the Dashboard or Menu:

1. Select 'Updates'. 
2. Select 'Create'. 
3. Name your update.  Note: This will appear as the update title on your App.
4. Add your text and images. Refer to the Help Menu.
5. If you enter an expiration date, the system will automatically archive your update on the date entered.  

6. Choose whether you would like to display it on your App or keep it private by clicking the appropriate radio buttons. ☒ Private ☐ Public
7. If you choose 'Private', click 'Save'. 
8. If you choose 'Public', choose a date to publish it.  

9. Select 'Submit'  and it will appear in your Updates on your App.