

Create Content Using Templates and Forms


1. Name your content. Note: This will appear as the title on your App.


Step 1: Title

Using a Blank Template:



2. Click 'Select' under the blank template.

3. Refer to the  to add text and images.

4. You may move a block by clicking the move icon  and dragging it with your mouse to the desired position.


5. Go to step 4 below.

Using a Form:

1. Scroll through the form choices and select a template by clicking 'Select' under the one you have chosen.

A screenshot of a form template for a 'Traffic Alert'. The form includes fields for 'Agency Name', 'Emergency 9-1-1', 'Location', 'City', 'Zip Code', and 'Information'. A red arrow points to the 'Select' button at the bottom right. The form is titled 'Traffic Alert' and has a 'Traffic Alert/Bulletin' label at the bottom left.

2. Fill in the fields. Note: Any box that is checked will display on the App.

3. Refer to the  to add text and images.

4. You may enter an expiration date and time

* Expiration Date & Time : and the system will automatically remove your content from displaying on the App on the date entered.

5. When you have completed your content, choose whether you would like to display it on your App or keep it private by clicking the appropriate radio buttons. ☐ Private ☒ Publish

6. If you have chosen Publish, you may pick a date to publish it.

* Publish Date: (MM/DD/YYYY)

7. **Important!** If you auto share content and do not wish to share this item, uncheck the appropriate boxes. ☐ Auto post on facebook ☐ Auto post on twitter

8. If Category Level appears, choose an appropriate category from the drop down menu.

Category Level:

9. If you chose to keep your content Private, click 'Save'. If you chose Publish, click 'Submit' and your content will be displayed on the App.