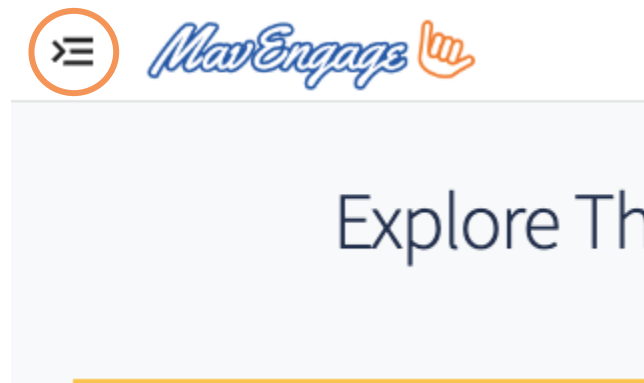


Navigating to CREATE ARTICLE in MavEngage

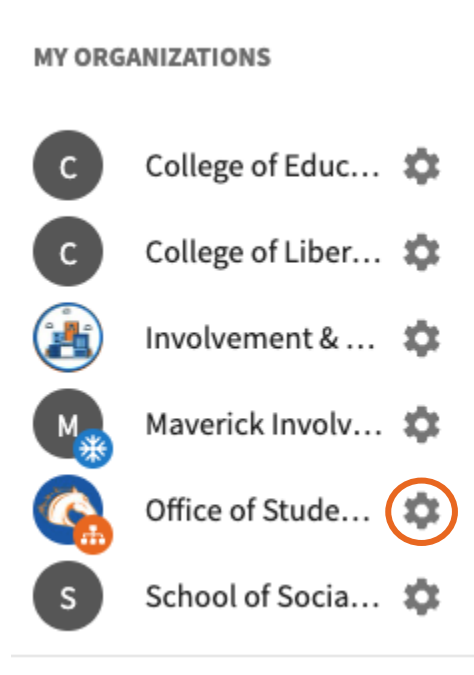
Creation Date: Jul 30, 2024
Created By: Michael Onuchovsky

MavEngage

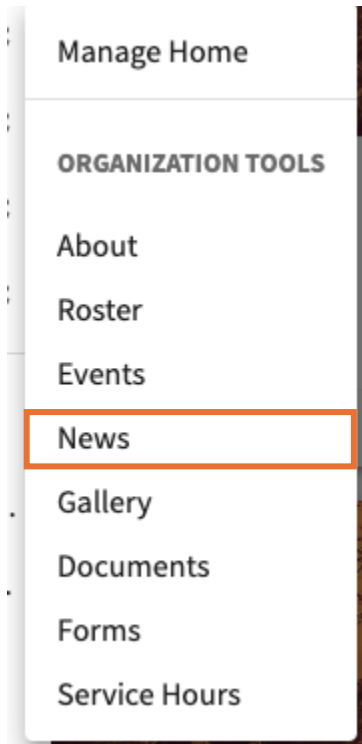
1. Click on toggle navigation drawer



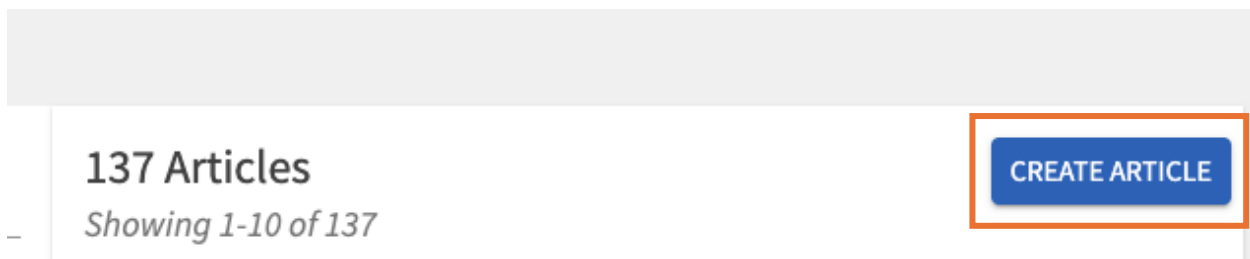
2. Click on Manage – the gear by your organization name



3. Click on News



4. Click on CREATE ARTICLE



5. Follow prompts on the create page and click “post”

- Enter Article Title
- Enter Article Summary (up to 250 characters)
- Enter Body
- Upload Image
- Enter Image Alt Text (Highly Recommended)
 - o Please make your images accessible for fellow Mavericks by explaining any image being shared in the alternative text field.
- Choose Visibility (Public, Institution, Organization, Private)