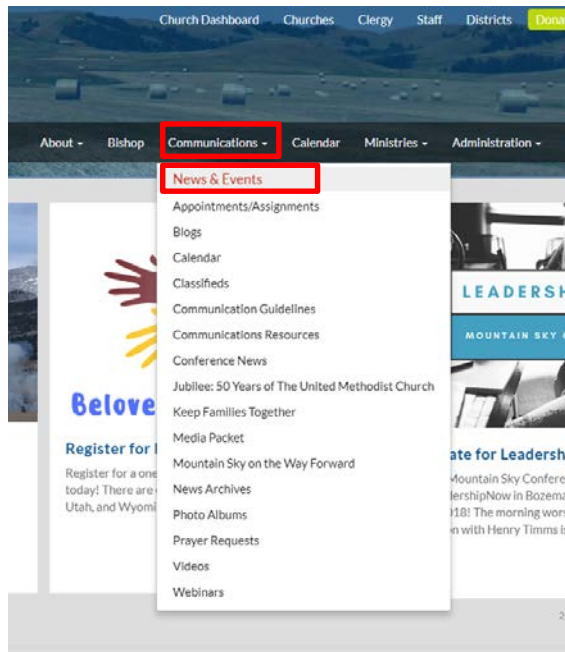


Instructions for Submitting a News Article

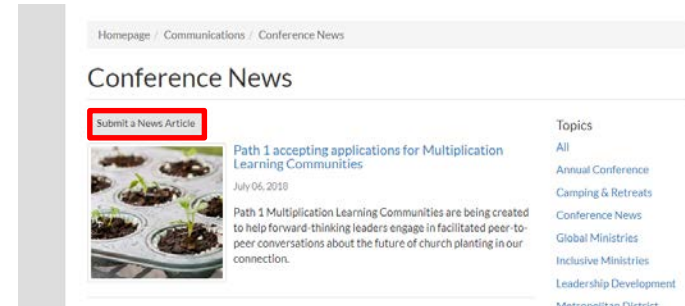
1. Navigate to the conference website (www.mtnskyumc.org)



2. The select **Communications**, then **News & Events**



3. Select the **Submit a News Article** button highlighted below



4. Please be sure to include fill out the location and contact information fields at the bottom of the article.



- When submitting photos, please be sure to include a photographer's credit. It is also helpful to note the subjects of the photo when relevant.

The screenshot displays a content management system interface for editing an article. At the top, there are fields for 'Title' and 'Written Date' (with 'Date' and 'Time' selection buttons). Below this is the 'Article' section, which includes a 'Primary Image' field with a 'Browse' button. A modal dialog is open over the 'Primary Image' field, showing a preview of a 'MOUNTAIN SKY CONFERENCE' logo. The dialog has a red box around the 'add title' label and a text input field. Below the input field is a 'Description' field containing the text: 'Photo courtesy of Jenny Doe' and 'Pictured above: John Smith, Joe Martinez'. The dialog has 'OK' and 'Cancel' buttons at the bottom.

- Please be sure to include a writer's credit for the article as well.
- When you are done filling out the article form, please make sure to save it.