Submit a News Item via the Info Hub
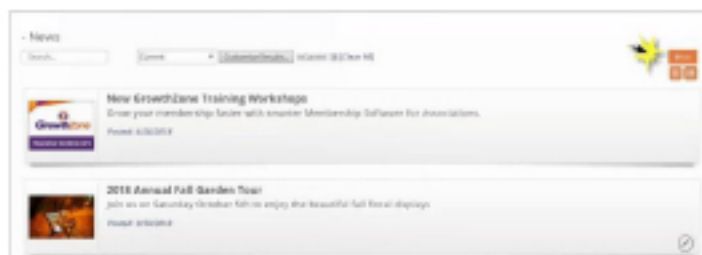
1. Click **News** in the left-hand navigation panel.
2. Click the **Add** button.

3. Configure the following:
- **Contact** - Your name will automatically populate.
- **Content Status** - The content status will display **Draft**. Once the news item is saved, the status will be updated to **Pending Approval**. Once your staff has approved the news item, the status will be updated to **Approved**.
- **Title**: Enter a title for the news item.
- **Tags** - Add tags for the news item.
- **Description** - Provide a description. This is the content of your news item.
- **Search Description**: Enter a search description that will appear on the news items listing.
- **Publish Start** - Enter the date the content should start being published to the website.
- **Publish End** - Enter the end date for the publication of this content.
- **Media Contact** - This is a default optional custom field.
- **Related Links** - This is a default optional custom field.
- **Source** - This is a default optional custom field.
4. Click the **Search Results** icon to add an image to your news item. This image will be displayed in the news items list. Additional images may be added to the news item after it has been saved.
5. Click **Done** to save the news item.

When the staff member approves the content, you will receive an email notification stating the content was approved.