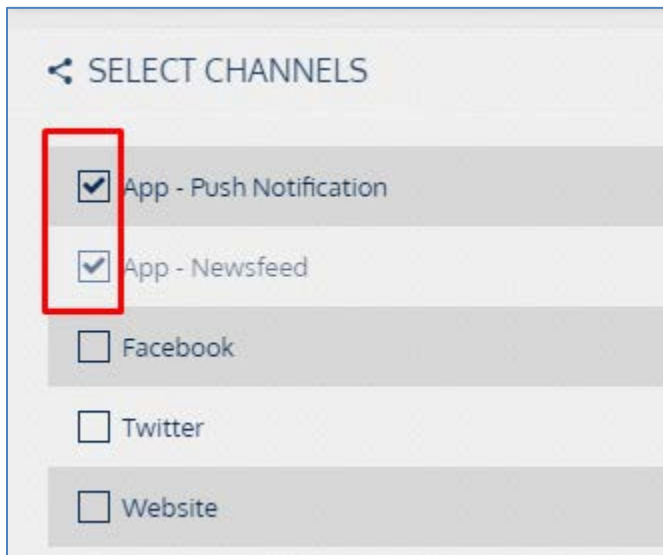


5. Add **Attachments** or **Video** by browsing out for the file and clicking Open

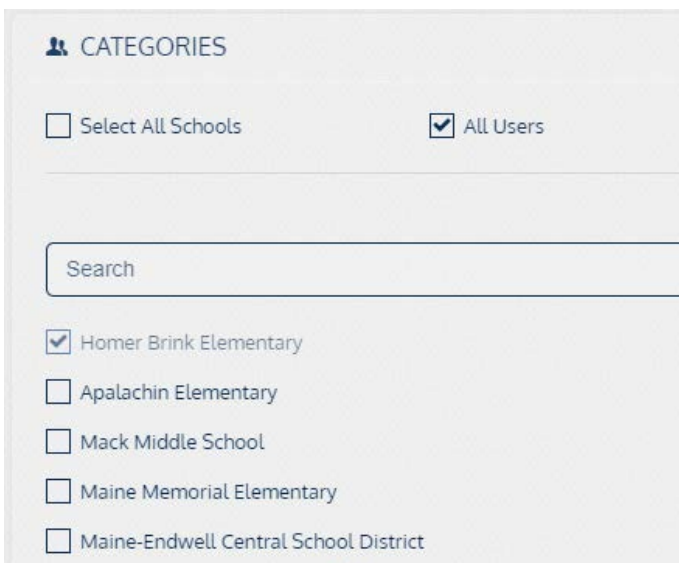


6. Click **Continue**

7. Choose where you want the news to go. Push notification and News feed are automatically chosen. *You should be able to post to Facebook and Twitter if logged into those accounts. Pushing to your website is only available if the district has purchased the eSVShare module*



8. Choose who/which schools should receive the message.



9. You will have the opportunity to Preview the message before sending and review the selected categories. *There are optional settings that require additional configuration (like a setting up a repeating message)*



10. When happy with the news message, hit **Send**