

## Creating/Uploading an EMEU News.

### Step 1.

Go to the login site: <https://partner.em-eu.eu/web/login>

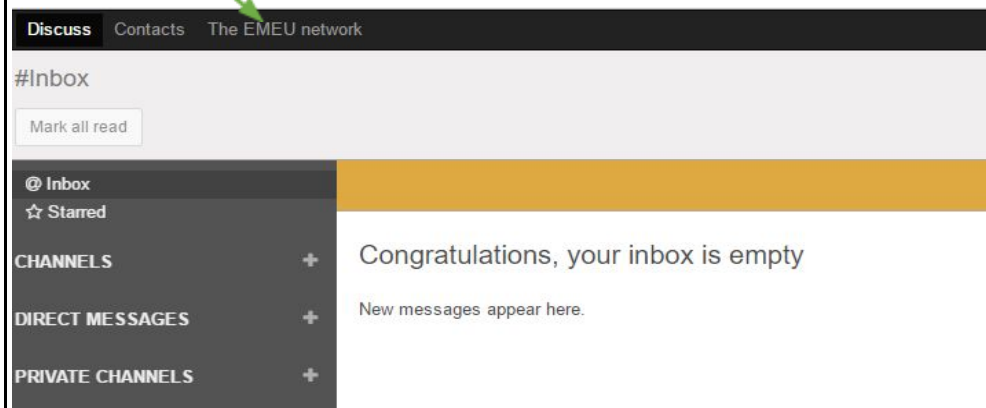


The login form features the EMEU logo at the top. Below it, there are two input fields: 'Email' and 'Password'. The 'Password' field is highlighted in yellow and contains six dots. A blue 'Log in' button is positioned below the password field.

Type in your login information – the college name or agreed abbreviation of your college name + password. If you don't have these informations, please ask your international coordinator.

### Step 2.

Select 'The EMEU network'.



The screenshot shows the 'The EMEU network' tab selected in the top navigation bar. Below the navigation bar, there is a '#Inbox' section with a 'Mark all read' button. A sidebar on the left lists 'Inbox', 'Starred', 'CHANNELS', 'DIRECT MESSAGES', and 'PRIVATE CHANNELS'. The main content area displays 'Congratulations, your inbox is empty' and 'New messages appear here.'

### Step 3.

Select **News** in the left menu.

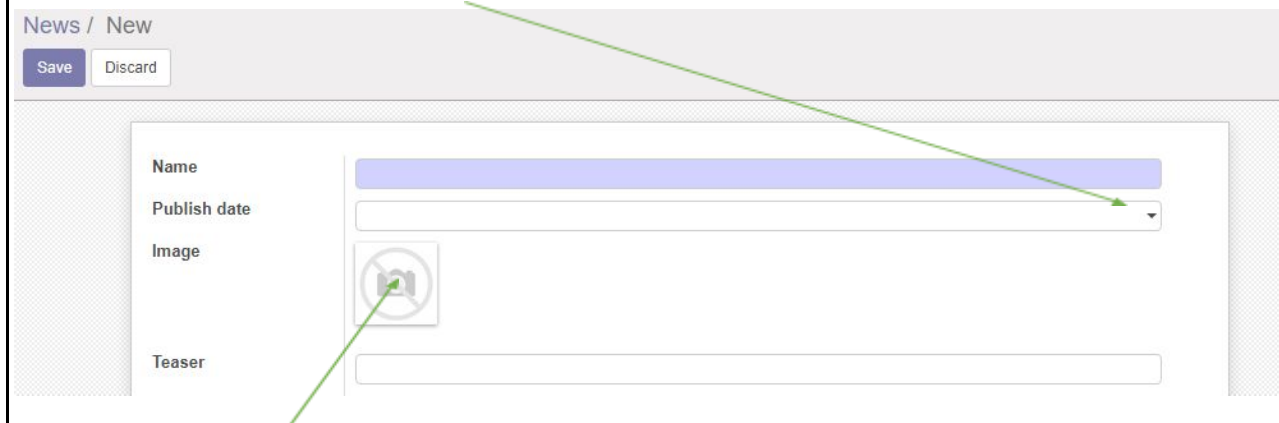


The screenshot shows the 'News' section selected in the left sidebar. The main content area displays the 'News' header with 'Create' and 'Import' buttons. Below the header, there is a table with columns for 'Publish date' and 'Name'. The table contains two rows of data: one with the date '06-09-2017' and the name 'A k', and another with the date '18-05-2017' and the name 'EM'. A green arrow points from the text 'Select **Create**.' to the 'Create' button.

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### Step 4.

Name the News, select the **Publish date** from the list.



News / New

Save Discard

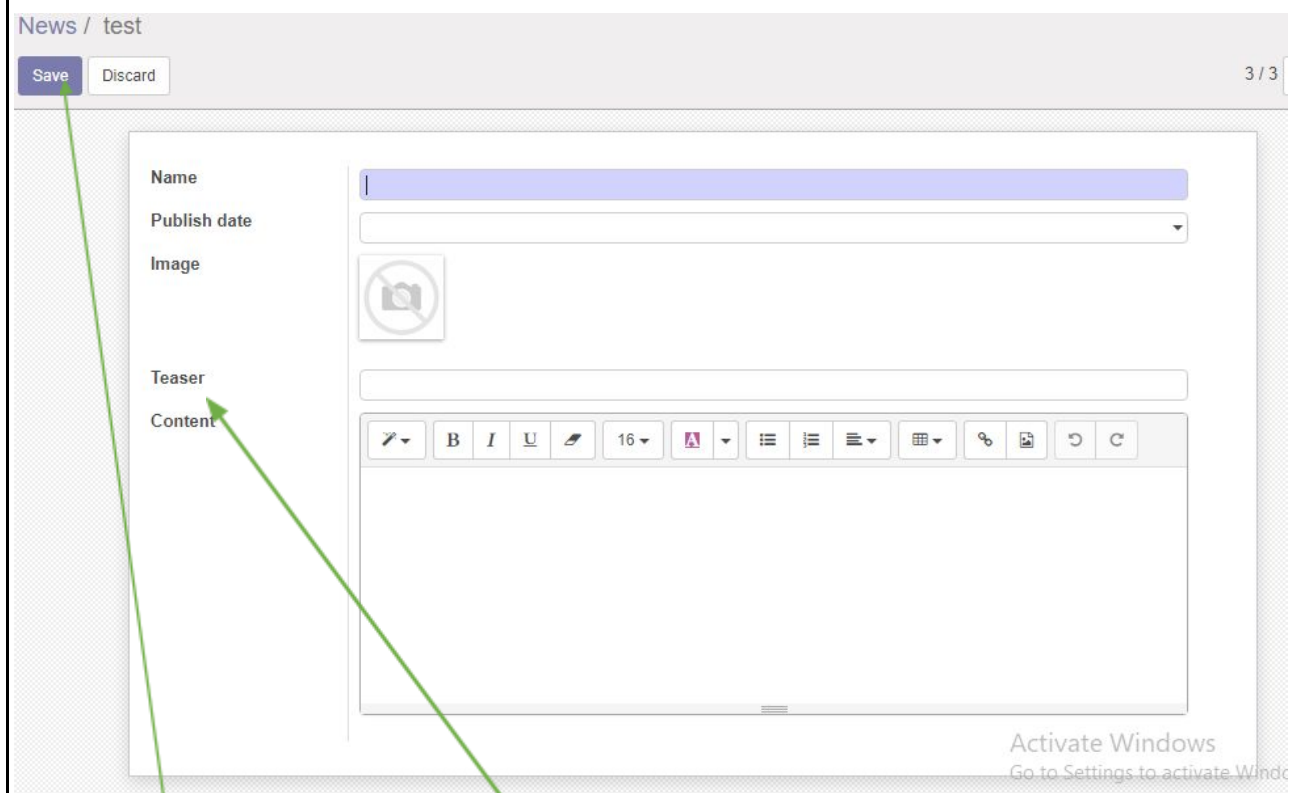
Name

Publish date

Image

Teaser

Select the **Camera** button to add a picture to the news.



News / test

Save Discard 3 / 3

Name

Publish date

Image

Teaser

Content

Activate Windows  
Go to Settings to activate Windows

Fill in the information on the News: **Teaser** and **Content**.

Then select **Save**.

You can only save when the basic information are inserted.

### Step 5.

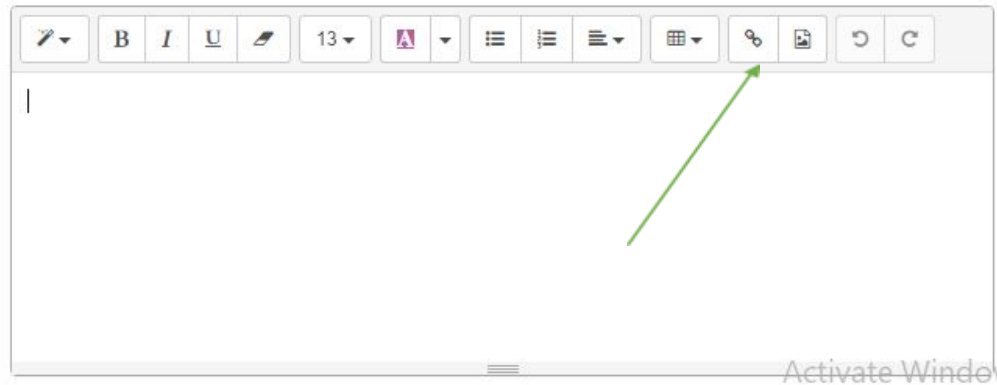
When you have saved the News, you can always use the **Edit** button to make changes.

**Step 6.**

If you want to upload a video to the news, First you have to upload your video to YouTube or Vimeo <https://vimeo.com/upload> (its better to use Vimeo. Beware not to use copyrighted music and images in your videos)

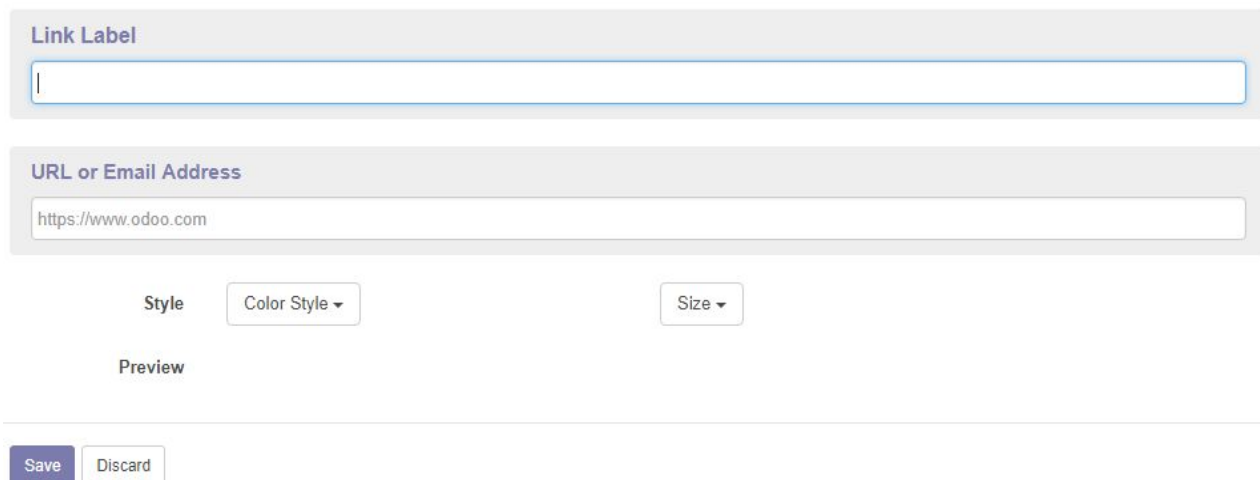
Then you copy the link (created by Vimeo and should be something like <https://vimeo.com/232953608>) and place in the NEWS stream of the [EM-EU.eu](http://EM-EU.eu) website. Look under *share*, if you can't find the link.

Content



When you have the **Link** select this button, and a menu will pop-up.

Link to



First you write what text you want for the link, then on the second line put your link and then push save. I would recommend the text used as the *Link Label* contains the word “here”, like in a sentence “you can find the video here”.