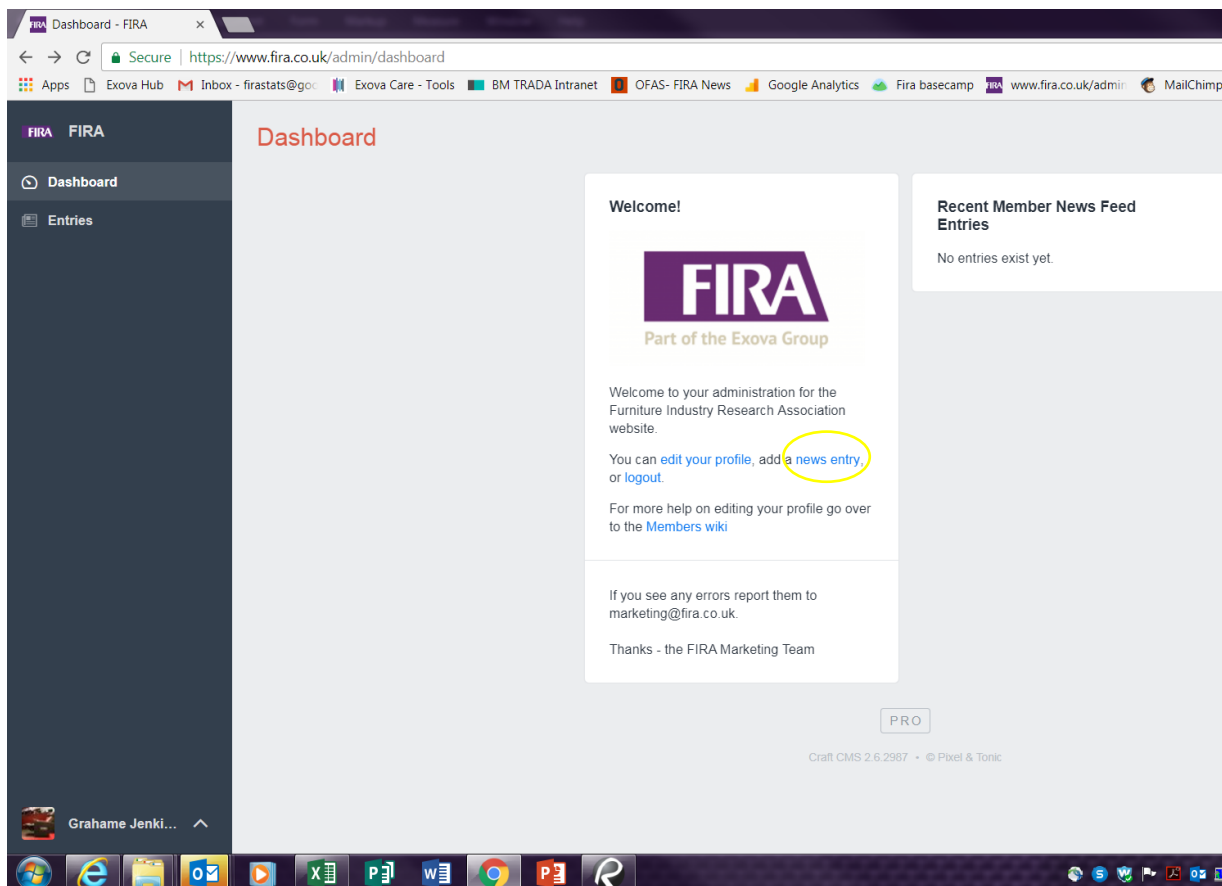


FIRA WEBSITE – HOW TO ADD MEMBER NEWS

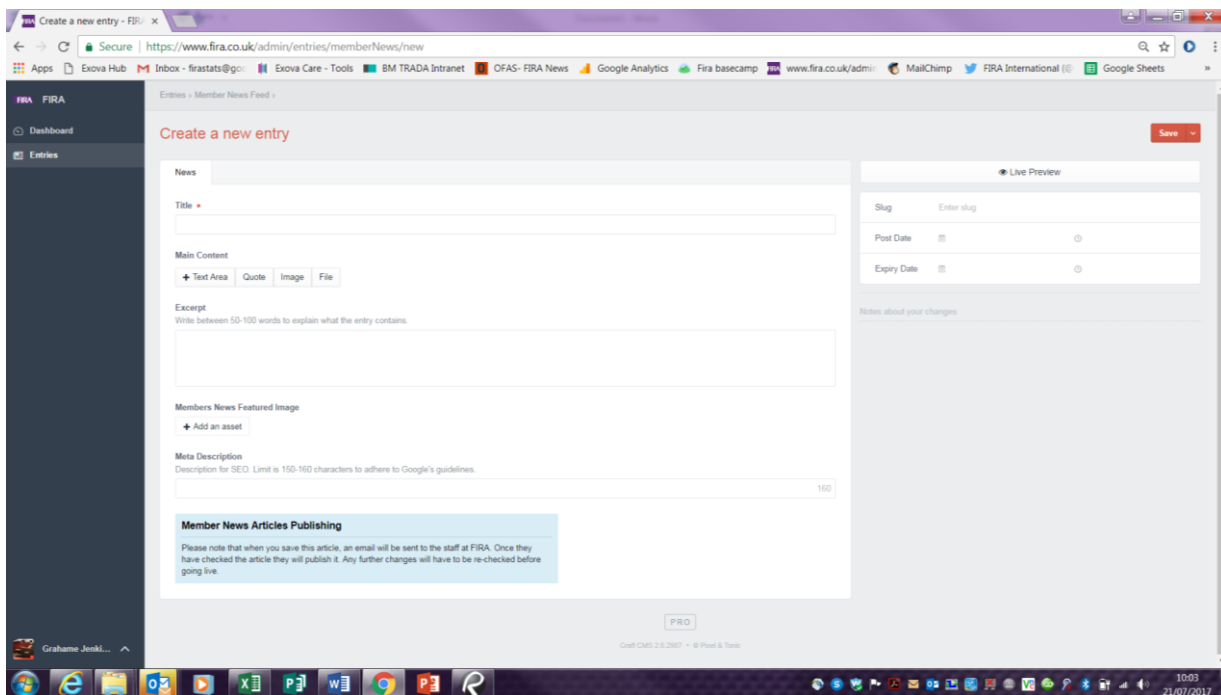
When you login to the FIRA website and you are the **main Membership contact**, you will have access to edit your company's profile, which appear in the Members Directory and also post member news items (see screen shot below).

Your login will take you to a Dashboard, see screenshot below:



To add member news, simply click on the '**news entry**' text (shown highlighted in the image)

This will take you to another screen where you can add the news story, including title, text, a quote if required and an image.



Once complete, click **'Save'** in the top right corner.

The FIRA Marketing Department will then get a notification that they need to approve your news item.

Once approved it will appear live on the FIRA website here - <https://www.fira.co.uk/member-news> (which can also be found under the **'News'** tab on our home page)

Please do not hesitate in contacting us if you require assistance.

Email: marketing@fira.co.uk or call 01438 777 700