

## How to Guide: 60for60 Member News

Upload a 60for60 news item or story:

- Login to <u>www.jerseyfinance.je</u>
- Select 'Submit 60for60news or 60for60stories' by hovering over 'your account' in the top right of the screen or via the link at the top of your Dashboard & Feed.
- Complete all relevant fields and click 'Submit'.
- Jersey Finance will review the post and either approve or contact you.

Please note that the news and story items must be Jersey-focussed and relevant to 60for60 fundraising activity to feature on this web page.

## Delete a news item:

- Login to <a href="https://www.jerseyfinance.je">www.jerseyfinance.je</a>
- Hover over 'your account' in the top right of the screen and select 'Dashboard & Feed'.
- Click 'Manage Posts' in the Get Started section.
- Select 'Delete' on the appropriate News item.

## Edit a news item:

• Please email any news item amendments to jersey@jerseyfinance.je