

How to submit content to the interactive timeline

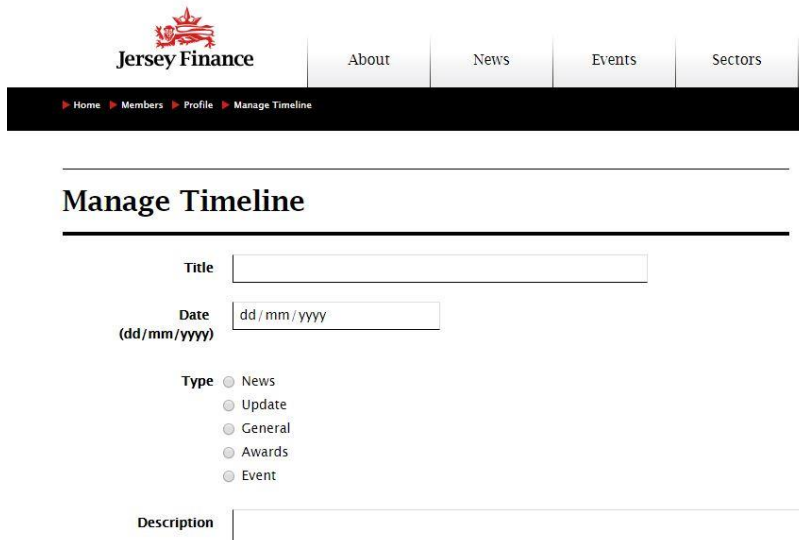
Any member of staff of a Jersey Finance Member firm can upload news to our website using our '[Manage News](#)' area.

Click on the Members tab at the top right of our home page, (you will need to log in or [create a login](#) if you don't already have one), then select '[Manage News](#)'.

Select 'Manage Timeline' to add your content.

- ▶ Profile
- ▶ **Manage News**
- ▶ Manage Events
- ▶ Manage Jobs
- ▶ Manage Timeline
- ▶ My Events

Fill in the relevant fields.



The screenshot shows the Jersey Finance website navigation bar with 'About', 'News', 'Events', and 'Sectors' tabs. Below the navigation bar is a breadcrumb trail: Home > Members > Profile > Manage Timeline. The main heading is 'Manage Timeline'. The form contains the following fields:

- Title**: A text input field.
- Date**: A text input field with a placeholder 'dd/mm/yyyy'.
- Type**: A radio button selection with options: News, Update, General, Awards, and Event.
- Description**: A large text area for entering the content details.

To add a photo, video link or audio clip fill in the relevant fields.

Image No file chosen
Please select an images (jpg, gif or png) up to a maximum of 1MB per file.

Video Embed
Full URL to a Youtube or Vimeo video.

Soundcloud Embed
PLEASE NOTE - this will override the video field. Clear this field if you would prefer to use a video. Use the 9 digit number after /tracks in the Soundcloud embed URL.

Link
Paste or type full link URL inc http://

Link title?

Once you click submit, your news item will then go to Jersey Finance's inbox for approval.

Should you need any assistance uploading content to the interactive timeline or creating an account please [contact us](#).