Council ➔ MC Login ➔ Edit Site
Use provided username and password
Add information and Select “Upload/Insert”
If you don’t have a picture use default announcement placeholder from steps 1-3

Skip the next 3 steps if you want to upload a new high-resolution photo from your own computer
1. Select Media Library
2. Search for “announcement”
3. Click “show” and press “use as featured image”
ONLY if you have a new picture

Do the following steps 4-5.
4. Select files from folder. Upload. It may take 3-5 seconds.
5. Select “Use as feature image” and “Save all changes”.
Press “Publish.” Content appears instantly on front page.