



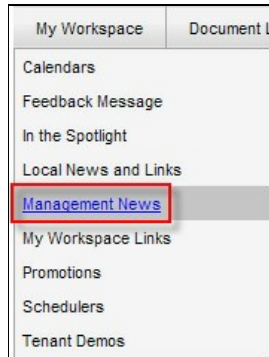


# Adding/Editing Management News Events

[Control Panel](#) > [My Workspace](#) > [Management News](#)

## Adding / Editing Management News Events:

1. Go to **Control Panel > My Workspace > Management News**.



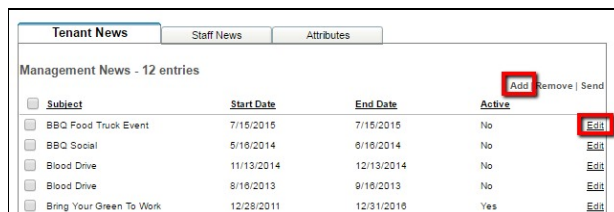
2. Click on either the **Tenant News** or **Staff News** tab.

### Note:

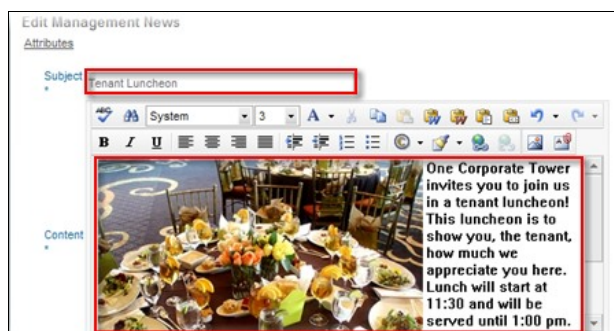
- See [About Management News](#) for a detailed description of each type of news entry.



3. Click on **Add** to create a new event or **Edit** to change an existing event.



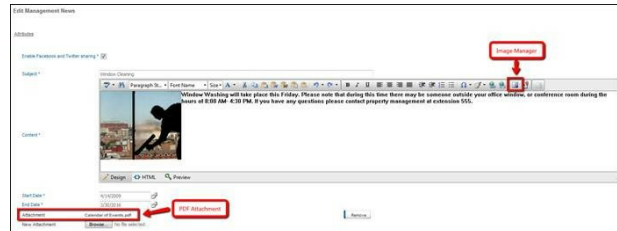
4. Enter the **Subject** and **Content**.





**Note:**

- You can also add attachments to Management News events, such as PDFs and Word documents (see below).
- Photos *attached* to new and current news events will be shown as attachments, but photos can still be displayed in the body of the message by inserting the photo into the body using the **Image Manager** (shown below).



5. Enter a **Start Date** and **End Date**.



**Note:**

- The Management News events will be actively displayed on the My Workspace page during these dates and will automatically be deactivated once it has expired.
- It may be reactivated by editing the event and changing the **End Date** to a future date.

6. Under **Permissions**, select which **User Groups**, **Users**, **Buildings**, and/or **Tenants** you would like to view the message.



7. If you wish to embed Facebook and Twitter plug-ins with the Management News event, select **Enable Facebook and Twitter sharing**.





**Note:**

- Only **Management News** events have the ability to **Enable Facebook and Twitter sharing**.
- When this feature is enabled, users to the property's My Workspace page will be able to **'Tweet'** via Twitter or **'Recommend'** via Facebook the Management News event.



8. Click on **Submit**, **Save & Send**, or **Update Calendar** (if editing an event).



**Note:**

- Refer to [Email Management News Event](#) or [Add Management News Event to Calendar](#) for additional information.