

## **SPECIFICATIONS & LOGISTICS:** Press Releases

Thank you for purchasing Press Releases! With this upgrade, you can upload up to 3 of your company's press releases to the Press Releases page of the Natural Products Expo West Virtual platform.

## How to upload your Press Releases

- 1. Log in to the Natural Products Expo Virtual platform.
- 2. On the homepage, click on the pencil next to your company's name, located under your profile picture.





3. On the left-hand side of the screen, under "Company profile" choose "Press Releases".

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	Overview	
	Documents & Links	
	Products & Services	
	Resources	
	Deals & Discounts	
_	Featured Digital Product	
	Press Releases	
-	Show Specials	
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4. On the right-hand side of your screen click the "Create button in the box that says Manage press releases".

Here is the list of the list o	he items inside the which one you want to is specific event
Display hidden iter	ms 🦲
ress Releases (0 /	3)

5. Next, you will be able to add information or text about your press release. Once you're finished click "create"





## Add a new item

\*Name

Add a name

Description

Add a description

0/2000 characters maximum

Create

Once complete, you will be able to see your Press Release within the "Press Releases" section of Natural Products Expo West Virtual.

Questions? Contact us. Client Service Specialist 303.998.9208 expo@newhope.com

