



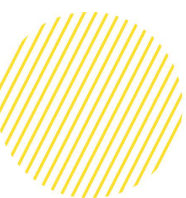
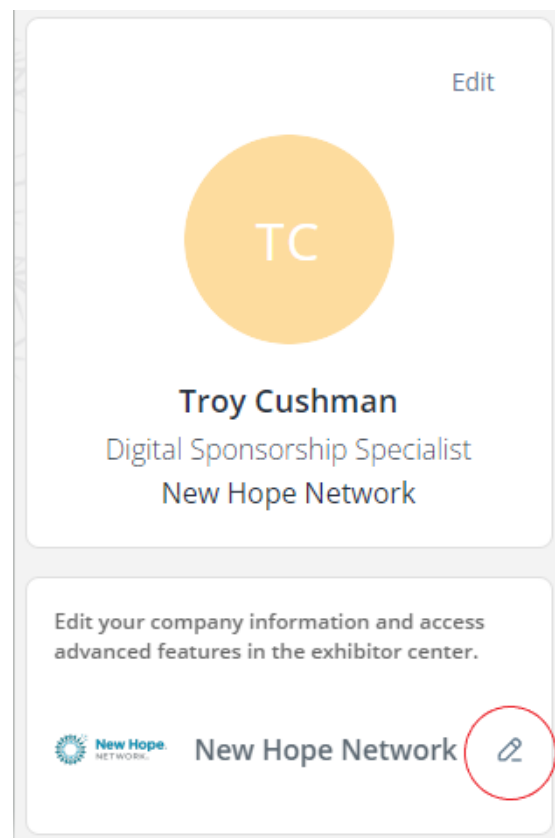
SPECIFICATIONS & LOGISTICS: Press Releases

Your Early Stage Press Releases allow you to create up to 3 press releases which can be accessed from the Press Releases page of the Newtopia Now Event App, as well as your Company Profile!

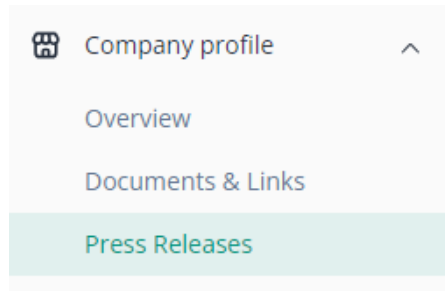
How to add your Press Releases

1. [Login to the Newtopia Now Event App!](#)
2. On the homepage, click on the pencil next to your company's name, located under your profile picture.

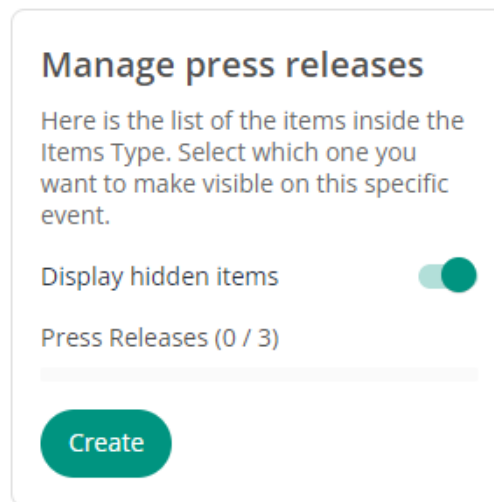
Example



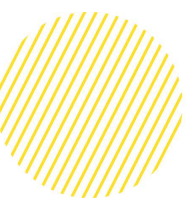
3. On the left-hand side of the screen, under "Company profile" choose "Press Releases".



4. On the right-hand side of your screen click the "Create button in the box that says Manage press releases".



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

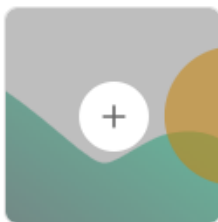
Add a description

0/2000 characters maximum

Create

6. Add an image and make your Press Release stand out!

Highlight your item page with images. You can add up to 20 images. We recommend using at least a 400x400px (1:1 ratio) image, no larger than 1MB.



Once complete, you will be able to see your Press Release within the "Press Releases" section of Newtopia Now Event App.

Questions? Contact us.
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