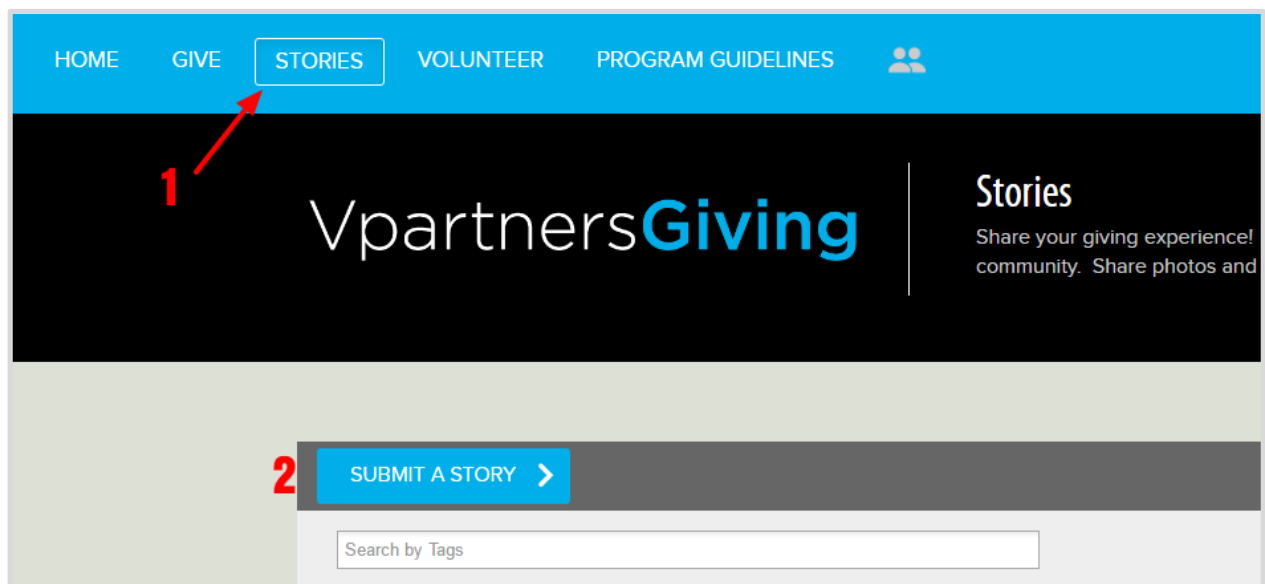


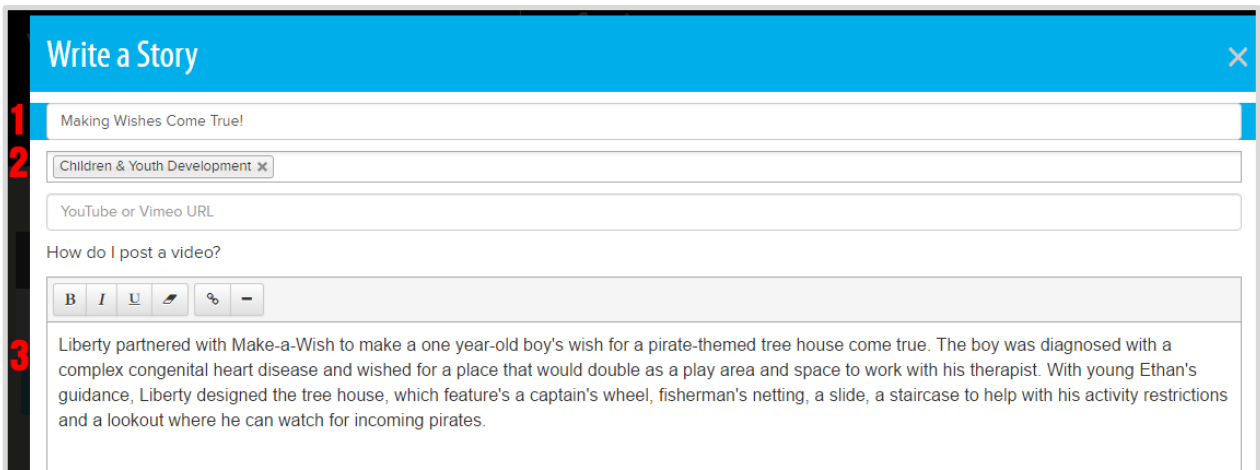
# How to Share a Story

1. Click-on "**Stories**" in the navigation bar
2. Select "**Submit a Story**" and the story creation screen will appear.



# How to Share a Story Continued

1. Enter Event Title (required)
2. Add all applicable tags for your story. You must enter a tag for your office location.
3. Enter your story text (required)
4. Upload an image for the story (required). [Note: Width: 4000 pixels, Height: 3000 pixels (4:3 ratio), 72 pixels/inch is recommended.]
5. Click "**Submit Story**" to post your story that you'll be able to see on the live site!



The screenshot shows the 'Write a Story' form. A blue header bar at the top contains the title 'Write a Story' and a close button. Below the header, there are three input fields. The first field, labeled with a red '1', contains the text 'Making Wishes Come True!'. The second field, labeled with a red '2', contains the tag 'Children & Youth Development' with a close button. The third field, labeled with a red '3', is for the story text and contains a paragraph about Liberty's partnership with Make-a-Wish. Above this text field is a video URL input field and a link to a video posting guide. A rich text editor toolbar with icons for bold, italic, underline, link, unlink, and bulleted list is positioned above the text field.

Write a Story

1 Making Wishes Come True!

2 Children & Youth Development

YouTube or Vimeo URL

How do I post a video?

3

**B I U** [Link icon] [Unlink icon] [List icon]

Liberty partnered with Make-a-Wish to make a one year-old boy's wish for a pirate-themed tree house come true. The boy was diagnosed with a complex congenital heart disease and wished for a place that would double as a play area and space to work with his therapist. With young Ethan's guidance, Liberty designed the tree house, which feature's a captain's wheel, fisherman's netting, a slide, a staircase to help with his activity restrictions and a lookout where he can watch for incoming pirates.



The screenshot shows the bottom section of the form. On the left is a small image of two people. To its right is an 'Upload File' button, indicated by a red arrow and the number '4'. Below the image and button is a large blue 'SUBMIT STORY' button with a right-pointing arrow, indicated by a red arrow and the number '5'.

Upload File

SUBMIT STORY