**Posting Council Highlights to County Website and Facebook**

After Cindy has approved the Council Highlights, the following steps needs to be done to post on the website and link to Facebook.

1. Edit Council Highlights poster in Canva with the current date. Download the .jpg and save to your computer.
2. Publish post on website using the separate instructions that you have.
   1. Copy the content from the Council highlights word document and paste in the blog post that you are creating on the website.
   2. Use the updated Canva poster that was downloaded as the featured image.
   3. Under categories click announcements, news, council highlights, and current.
   4. Preview and then publish post
3. Go to the post on the County website and copy the link.
   1. Go to the County Facebook page.
   2. Create tag line, hit enter and paste the link.
   3. Once the preview of the link shows up delete the url link and publish the Facebook post.
4. Email the website link of the Council highlights to Council and All Users
5. Save the word document of the Council highlights as a pdf and include with advertising in the Record Gazette.