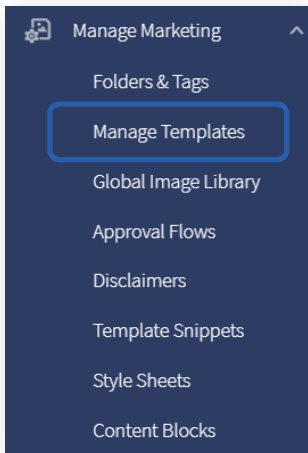
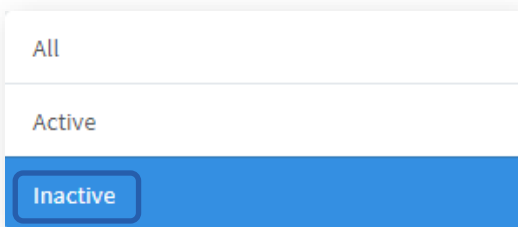


Getting Started



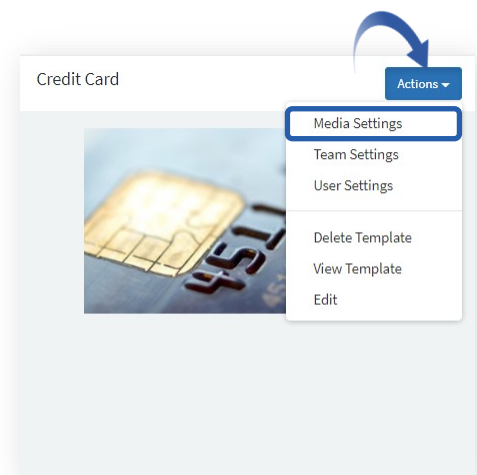
1. Login to Total Expert Now.
2. Access **Manage Marketing** in the main menu.
3. Select **Manage Templates**.

Activating Static Content

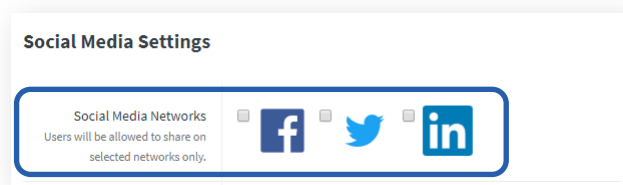


1. Select **Inactive** to display all inactive assets.
2. Locate the asset that you would like to activate, select **Actions**.

3. From the **Actions** dropdown, select **Media Settings**.
4. Within the Media Settings tile, navigate to the **Status** field and select the **Active** checkbox.



5. Navigate to the **Social Media Settings** tile and select the **Social Media Networks** that this asset may be used for.



After activating and selecting the applicable social media networks, select **Save Media** to complete activating the asset.

