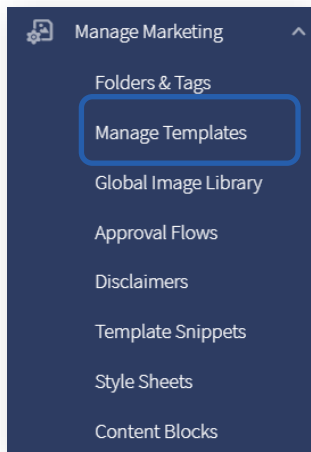


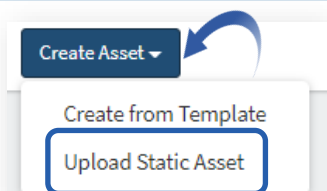
Getting Started



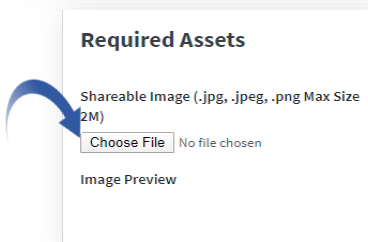
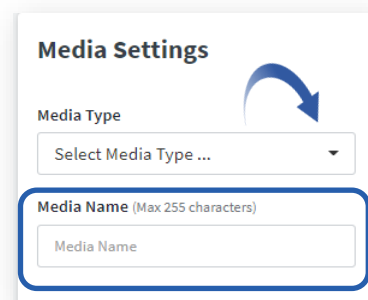
1. Login to Total Expert Now.
2. Access **Manage Marketing** in the main menu.
3. Select **Manage Templates**.

Note: The content uploaded is specifically meant to be shared via social media. This allows you to use Total Expert Now’s compliance and tracking tools for social media posts.

Uploading Static Content



1. Select the **Create Asset** button at the top of the page.
2. Select **Upload Static Asset**.
3. In the **Media Type** field, select the type of content to be uploaded. For a general purpose social media asset, use the **Social Media Graphics** option rather than creating a separate asset for each social media type.
4. Enter the **Media Name**.
5. **Choose File** to upload. The size and type of files able to uploaded is dependent on the **Media Type** selected.



Note: Once this asset is saved the **Media Type** is not able to be changed.

Once all files are uploaded, select **Save Media** to complete the uploading of static content. After saving, the asset will need to be activated prior to use.

