



How do I create a new Media Outlet?

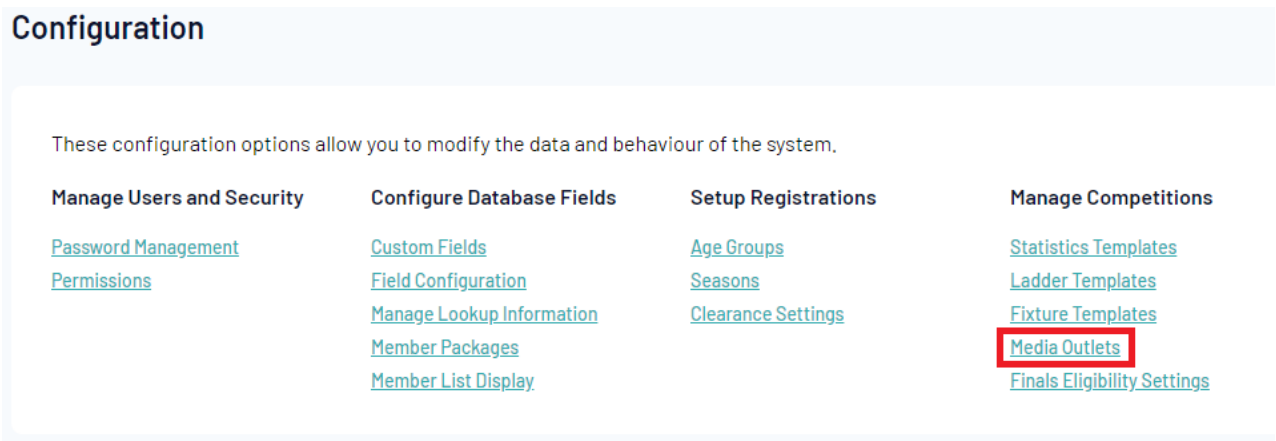
Last Modified on 29/11/2023 1:13 pm AEDT

Media Outlets is a list of contacts of who receives the Media Reports that are sent out at scheduled times. You can have as many Media Outlets as you need and set which outlets receive which reports.

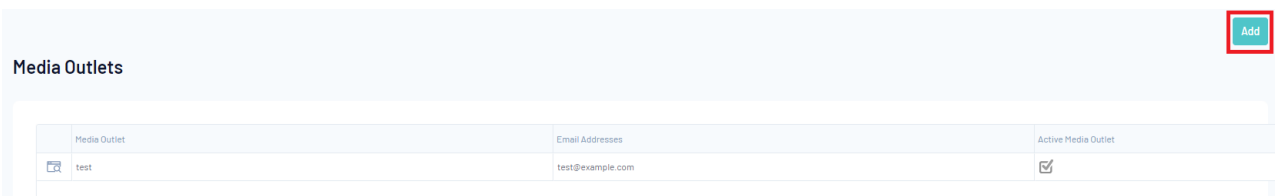
1. Click the Cog on the right hand side and then Settings.



2. Under Manage Competitions, click Media Outlets.



3. From the Media Outlets page, click Add on the right hand side.



4. Fill out all necessary information and click Update Media Outlet.

Add New Media Outlet

[Click here](#) to return to list of Media Outlets

To modify, change the details in the boxes below. When you have finished, press the 'Update Media Outlet' button.

Note: All boxes marked with a * must be filled in.

Details

Name *

test

Email Addresses

(separated by comma) *

test@example.com

Active



Update Media Outlet

5. Once successful, the below screen will appear.

Add New Media Outlet

[Click here](#) to return to list of Media Outlets

Record added successfully