MediaVillage
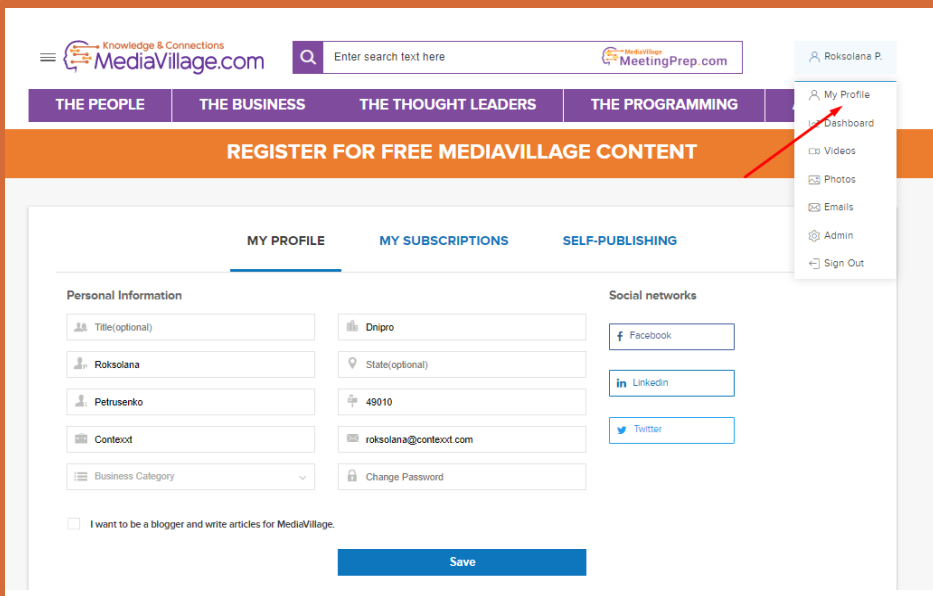# Thought Leaders
Self-Publishing Platform

HOW TO
SELF-PUBLISH AT
MEDIAVILLAGE

REGISTER ON MEDIAVILLAGE

REGISTRATION

2. **If you are already registered and see your name in the top right corner of the site open your user menu and navigate to the My Profile page**

3. **Select the Self-publishing tab and fill in all the information about yourself. Add links to samples of previous articles. Press Send Request**

THE REQUEST WILL BE SENT TO THE MEDIAVILLAGE ADMIN FOR

4. Channel administrators will approve or reject your request. You will receive an email notification with the admin's decision.

5. If the Admin approves the request, you will receive this notification

You have been assigned the role of Channel Editor of your content at Thought Leaders.
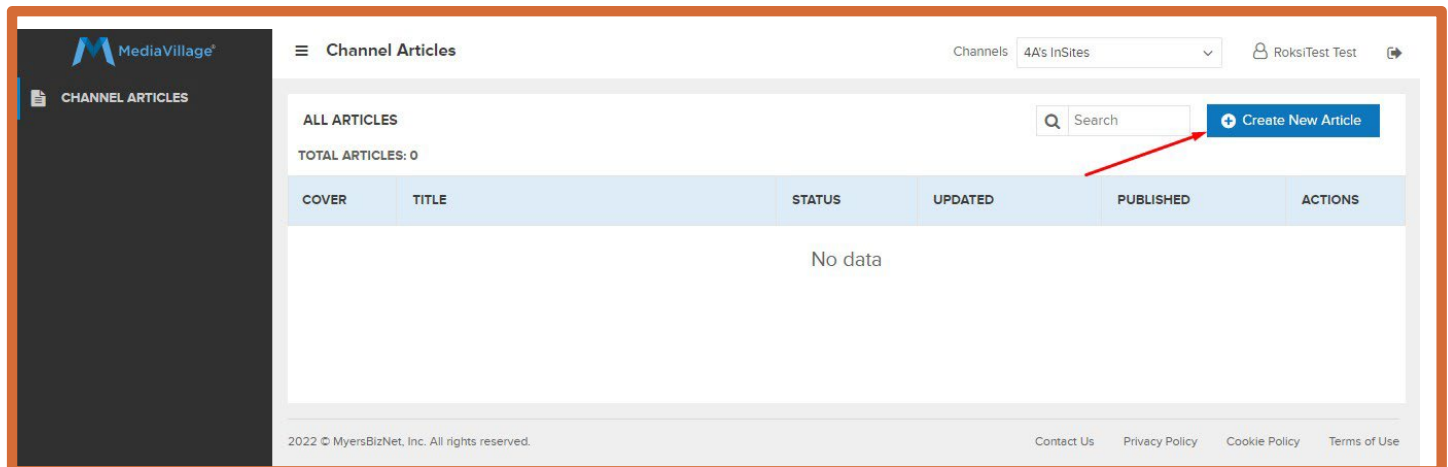
You can create and edit your content.

To start submitting, go to the channel's admin console.

Navigate by the link to the Channel Admin Console.

HOW TO CREATE CONTENT

1. Once logged in, click your name at the top right. Admin console - click Articles to create the content.

2. To create a new article, press the Create new article button
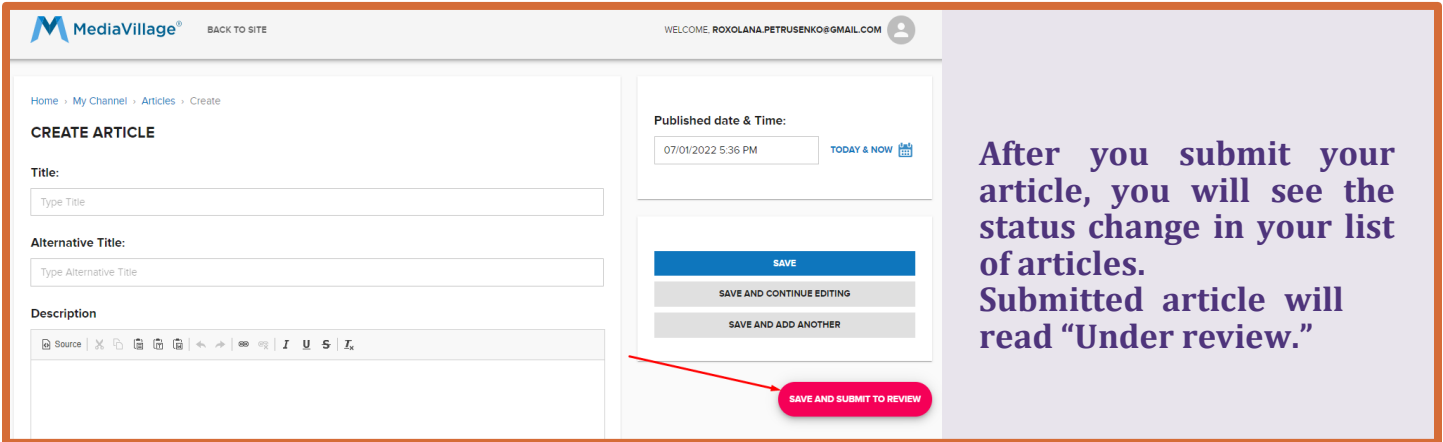

Fill in the fields: * are mandatory!

- Title* - title of article
- Alternative title - meta title that will be shown in the Google Search
- Description* - opening paragraph will be displayed in bold.
- Content* - text of the article. At the bottom of your content please add your name and a brief one paragraph bio unless you already have a bio page at MediaVillage, in that case the MV Admin will add the article to your bio page.
- Image* - add the image. Author/Company is/are responsible for obtaining the proper licensing for images added to the Avrio B2B platform.
- Video link - if you want to have a YouTube video instead of a cover image put the link here.

- Topics* - select the topics related to your article.
- Twitter Text* - add your tweet here (up to 200 characters/spaces)
- URL Link - this is created automatically for you.
- Meta description* - meta description that will be shown in the Google Search (for Google bots) (up to 200 characters / spaces)

If you need to leave and continue later - Press the blue button "Save" and the article will close and it will be Saved in your list. You will be able edit it later.

When the article is ready for publishing, press the red button "Save and Submit for Review" After Submitting your article you will no longer be able to edit the article.

MediaVillage Thought Leaders
Self-Publishing Platform
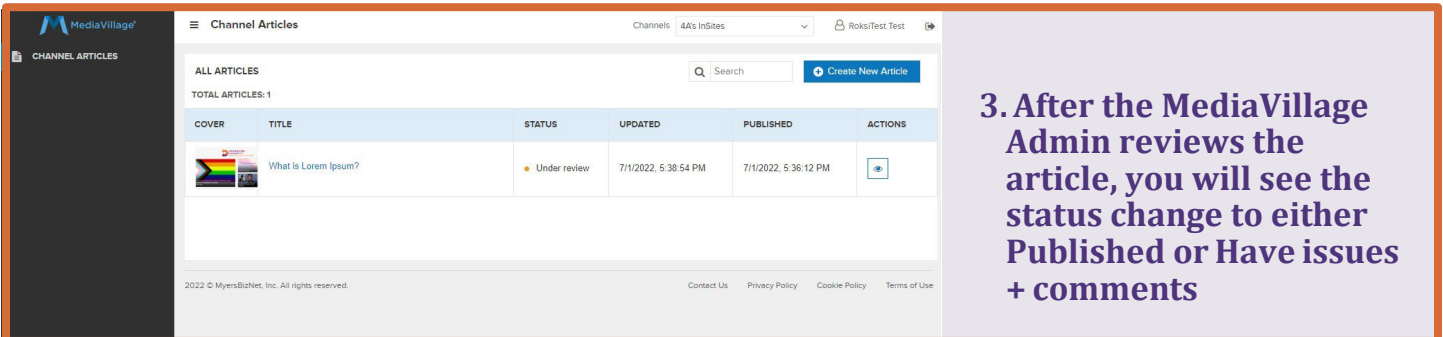
After you submit your article, you will see the status change in your list of articles.
Submitted article will read "Under review."
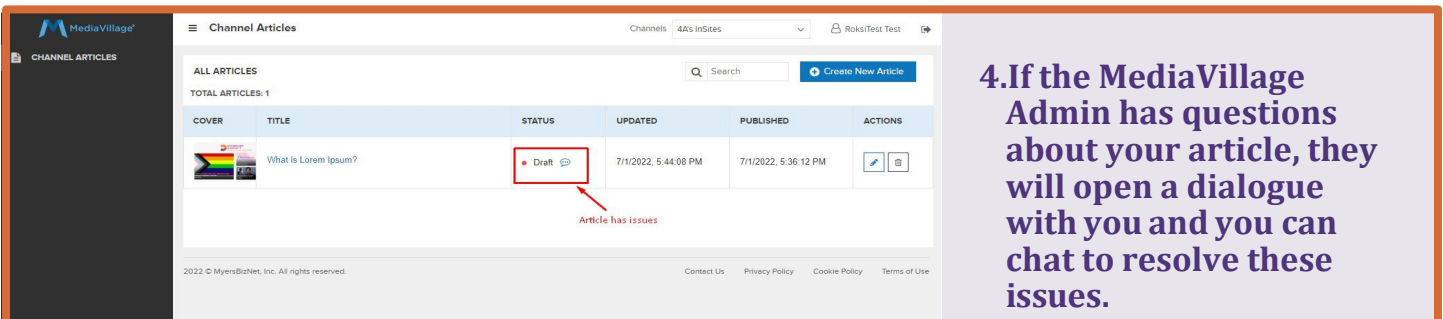
3. After the MediaVillage Admin reviews the article, you will see the status change to either Published or Have issues + comments
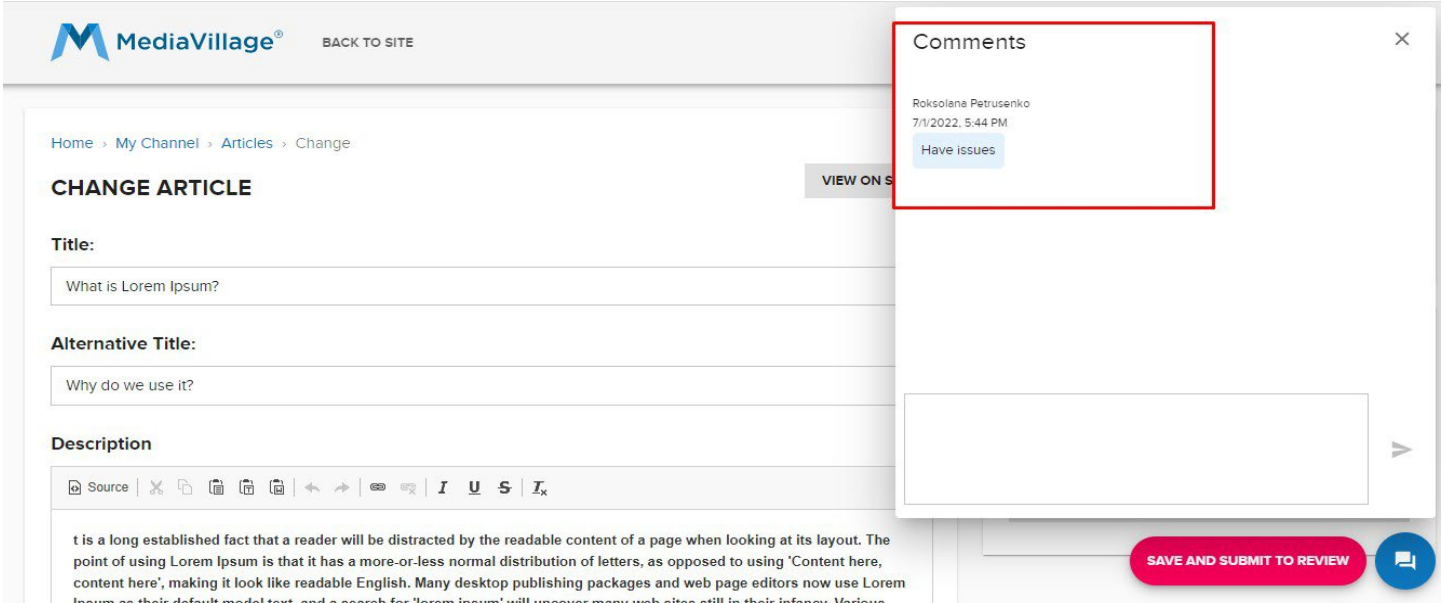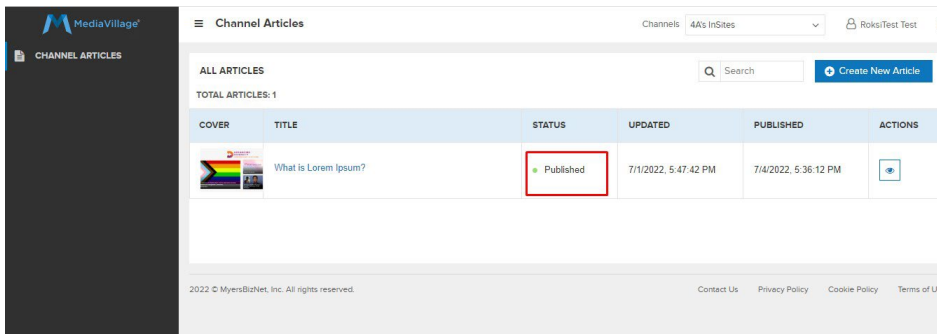
4. If the MediaVillage Admin has questions about your article, they will open a dialogue with you and you can chat to resolve these issues.

5. If there are no questions the MediaVillage Admin will publish your article and it will appear on the Thoughts Leaders platform. Please allow

TERMS

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b MediaVillage maintains rights over final editorial approval of its original content and agrees that it will not publish content that presents to be competitively damaging or overtly self-promotional.

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d We recommend using the direct link to your article or the Thought Leaders link https://www. mediavillage.com/the-thought-leaders/ to socialize your article. You may repurpose the article elsewhere with a direct link back to this article and the wording "Originally Published at MediaVillage" and the link. Please add MediaVillage's social handle in your post @MediaVillageCom.