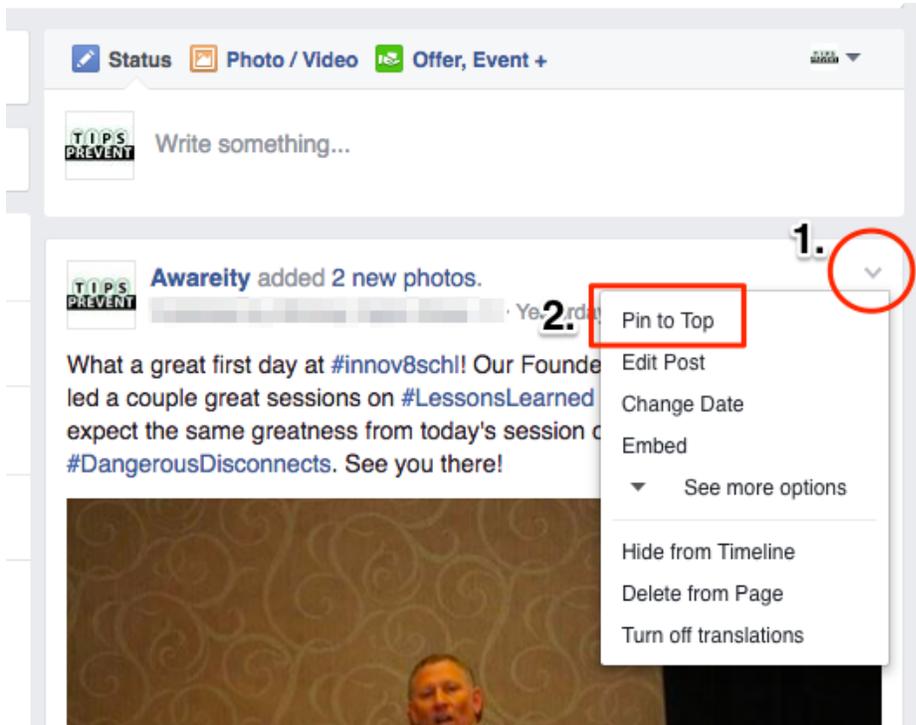


Background

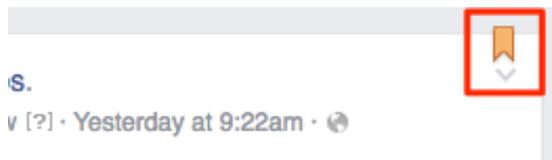
Before you can pin a post to the top of your feed, you will need to create the post itself. The post can be a combination of words, images, and/or links. We suggest having the words be neutral and not the actual announcement for TIPS, that way it will remain relevant even after the launch of the TIPS program in your community.

Once the post is ready, you can move on to the quick steps below.



Step 1: Find the post you want to pin to the top and click the down arrow pictured in the circle above. Once clicked, a number of additional settings/options will appear.

Step 2: Click the “Pin to Top” option, pictured here in the rectangle. If the post was not your most recent post, it will move it to the top and add a bookmark icon to indicate it is pinned.



Step 3: Celebrate, you pinned the post! 😊

Note: You can only have one (1) pinned post at any given time. If you pin another post while one is already pinned, it will remove any existing pins without warning. You can re-pin a post at any time.