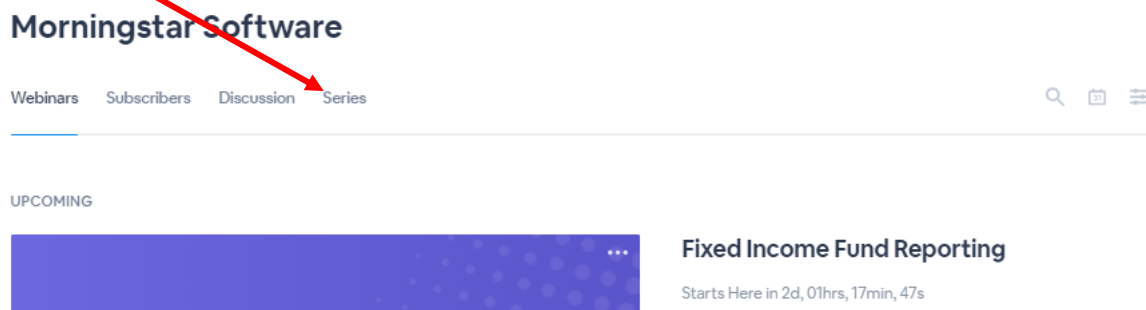


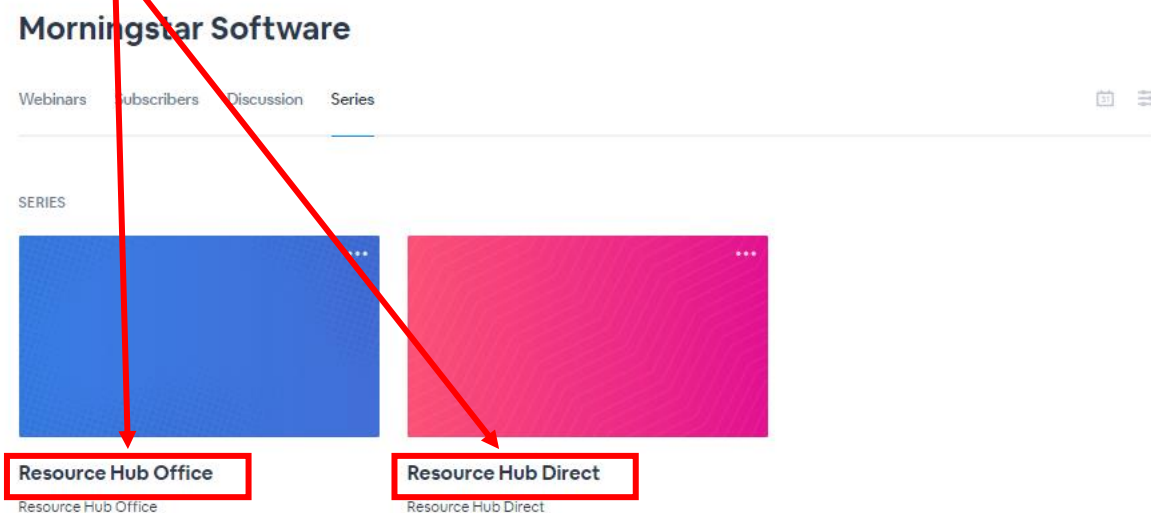
## Resource Hub – Initial Setup

1. After logging in to BigMarker at <https://www.bigmarker.com/login>, go to your channel's homepage, <https://www.bigmarker.com/communities/morningstar-software/conferences>
  - If you have forgotten your password, you are able to reset it at <https://www.bigmarker.com/forgotpassword>

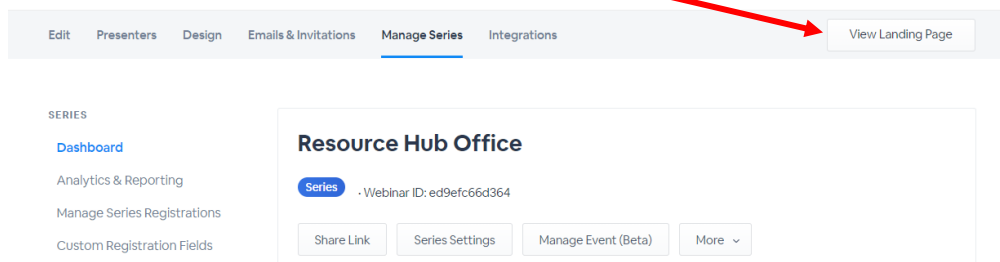
2. Next, click **Series**



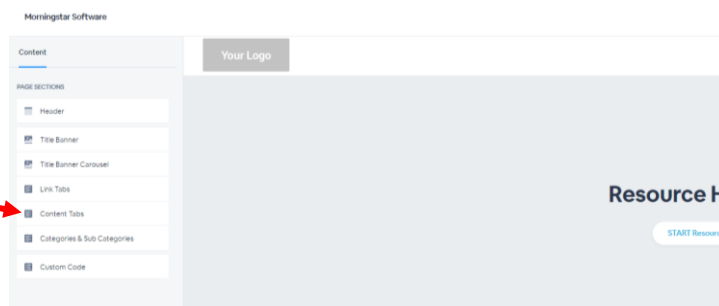
3. Next, click the **title** of the Resource Hub you're wanting to update



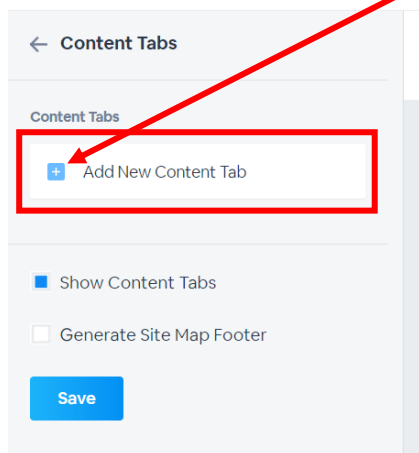
4. On the following page, click **View Landing Page**



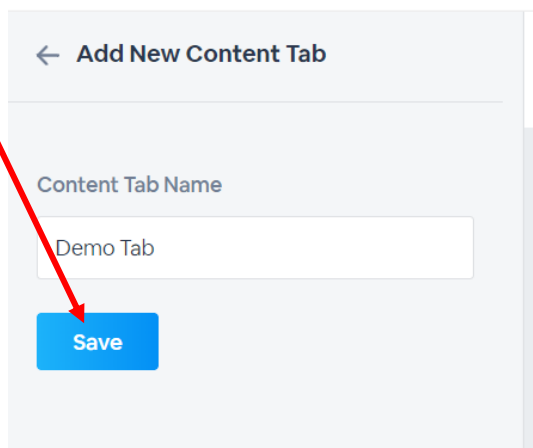
- 5a. Next, to begin adding tabs to your Resource Hub, click **Content Tabs** on the left



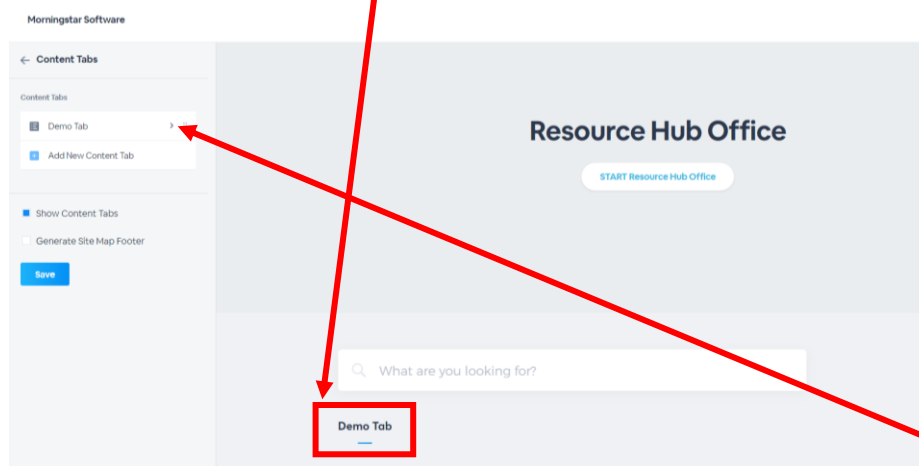
5b. To create a new tab, click the  icon next to **Add New Content Tab**





5c. After typing in the title of your new tab under **Content Tab Name**, click **Save** and refresh the page

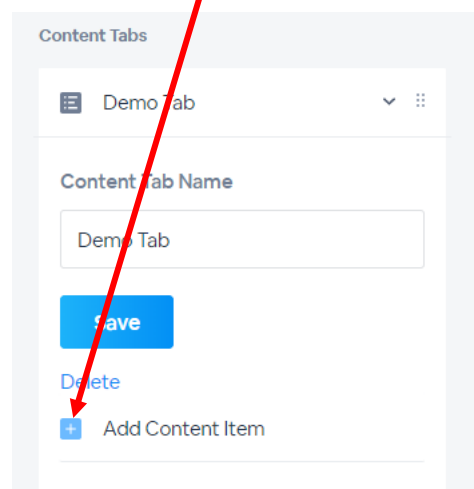


5d. After refreshing the page, you'll see your **new tab** appear in your Resource Hub



6a. Navigating back to **Content Tabs** on the left, you'll now be able to begin adding content by clicking  to the right of your tab's title

6b. Next, click  to the left of **Add Content Item**



← Add Content Item

Content Title

☐ Display Content Title

Content Description

Search Keywords

Preview Image

Your Logo

Change image...  
Delete

Content File

Select Content File

Delete

On-Demand Webinar

Category Filter

Main Category List

Sub Category Filter List

Sub Sub Category Filter List

☐ Show Preview

Save

6c. From here, you'll be able to use any of the fields shown – primarily, you'll use:

- **Content Title**

- The name/ title of the item shown in the Resource Hub

- **Content Description**

- A brief description of the item shown in the Resource Hub

- **Preview Image**

- This is where you can upload the thumbnail image, shown in the Resource Hub
- Click [Change image...](#) to select your preferred image file (PNG or JPG)

- **Content File → Select Content File**

- This is where you'll upload the file (from your device) that you want to add to the Resource Hub
- Click [Select Content File](#) to select your preferred file

6d. After making any changes, make sure to click **Save** at the bottom right

- All changes will display in the Resource Hub after clicking **Save** and refreshing the page