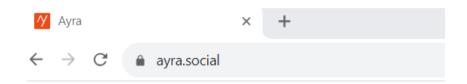


Publishing Your Article for Contest: A Step-by-Step Guide

Are you ready to publish your article for the contest? Before submitting, be sure to check for spelling mistakes and grammar errors.

Here is a step-by-step guide to ensure you are able to submit your article for the contest.

1. Access the AYRA Website: Open your desktop or laptop browser and navigate to AYRA's official website – https://ayra.social



2. **Login to AYRA:** Login to **AYRA** using the email id provided to us during the registration for the contest. You can use any of the login options linked to your email ID.



3. **Locate the Pencil Icon:** After logging in, you'll find a pencil icon on the top right corner of the menu. Click on it.



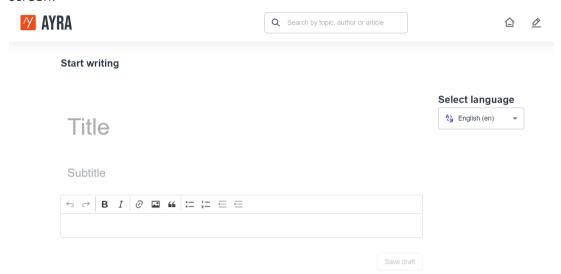
Request Access: Click on the 'Request Access' button to request access to publish
Oops! You do not seem to have access.



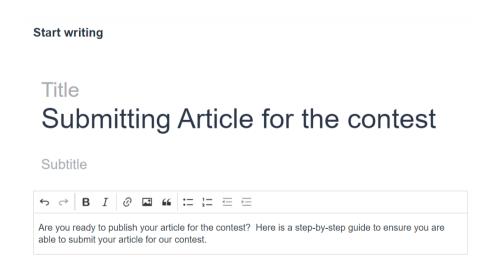
5. **Await Approval:** Once you've requested write access, our team will review and approve your request within 24 hours.



- 6. **Re-Login Post Approval:** After receiving your write access approval, log out and then log back into **AYRA**.
- 7. **Begin Writing:** Click on the pencil icon again to start crafting your article.
- 8. **Redirection:** If your access is approved, you will be directed to the **'Start Writing'** screen.



- 9. Article Title & Subtitle: Add a suitable title and subtitle (optional) to your article.
- 10. **Content Input:** You can either copy and paste your pre-written content or type it directly into the platform.





11. **Embedding Images:** Enhance your article by inserting images. Simply click on the image icon at the top of the writing menu bar. Ensure you insert high resolution images. Ensure that the images are not copyrighted. You can download copyright free images from any of the below links. Additionally, you can also upload images that you may have personally clicked. Ensure you provide appropriate image credits.

Copyright Free Image Websites

https://www.shopify.com/stock-photos

https://pixabay.com/

https://unsplash.com/

https://www.pexels.com/

https://www.shutterstock.com/

https://www.canva.com/features/free-stock-photos/



12. **Add Hyperlinks:** Want to reference external content? Use the hyperlink icon on the top of the writing menu bar to create links to other articles, videos, or resources.



13. **Language Selection:** Choose the language of your article from the dropdown menu on the right.



14. Save & Review: Click 'Save Draft' to view your article in the review screen.



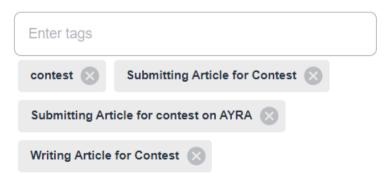


15. Tagging: You must add a tag - contest under Article Tags to ensure your article is submitted for the contest. In additional to contest tag, add relevant tags. Input each tag and press 'Enter' on your keyboard. Multiple tags can be added sequentially.





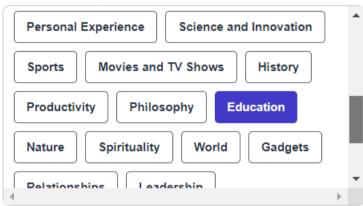
Article Tags





16. Category Selection: Choose the category that best describes the theme of your article.

Article Topic



17. **Highlight with a Featured Image:** Improve your article by adding a featured image (click on the image icon in the **'Featured Image'** section). This image appears alongside your article title on the home screen and as the leading image within your article. It's a recommended step for a superior reader experience.





18. Saving the Final Draft: Click the 'Save Draft' button at the top of your screen.





19. **Publishing Article:** Once you save your draft, the **'Publish'** button activates. Click it to publish your article with the **AYRA** community.



20. **Post-Publishing Screen:** After successful publication, you will see a confirmation screen as shown below.

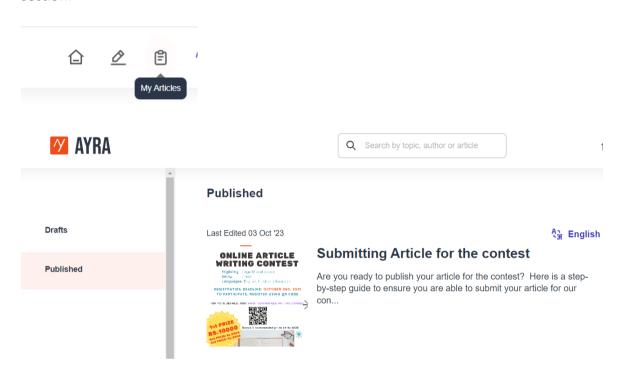


21. View Your Published Article: Head to the Home Screen to see your live article. If it is not immediately visible, switch the website's language setting to match that of your article.





Alternatively, click on the 'My Articles' icon at the top and navigate to the 'Published' section.



And there you have it! Your article has been successfully submitted for the contest on **AYRA**.

All the best! May the best article win.