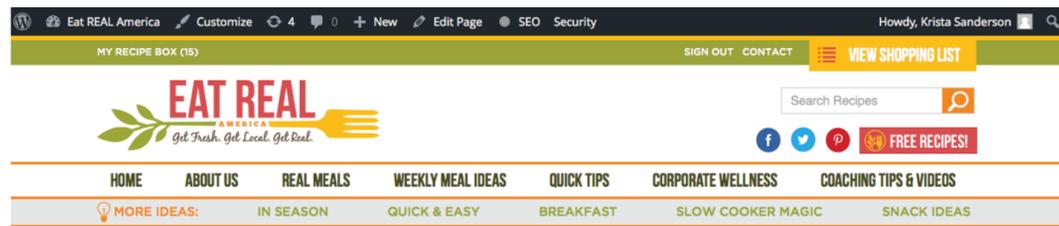Login > Click Quick Tips on Left Hand Side > Click Add New Tip

1. Edit Content
2. Select Featured Image
3. Check the Boxes of the Tip Categories
4. Click the Blue Update Button