GUIDE FOR CREATING A NEWS ITEM

Step 1. Login to website back-end Content Management System

"Admin" Link is at footer of website. Choose "Website Admin Login" link

Step 2. Create

Click **Content** > **Articles**

Either create a **new article** or open a previous one and "**Save as Copy**"

TEAMWORK   *RESPECT*   *ENJOYMENT*   *DISCIPLINE*   *SPORTMANSHIP*

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Notes on above:
1. Title
2. Everything above the red "Read More" dotted line will show on the landing page. The whole article is shown when opened.
3. Choose category for posting
4. Save
5. Select "Featured" if it is to show as one of the three on the landing page.
6. Select published when it is to be live. Unpublished can be used for preparation

Step 2. Images

- Images can be attached to an article. One is on the Landing Page (Intro Image) with the summary and one in the article body (Full Article Image)

Notes on above:
- Three standard images have been created
  - /images/logo-Informal-400.jpg
  - / images/match-report.jpg
  - /images/weather-alert.png

Step 2. Publishing dates

Specific dates/times can be selected for:
- **Start publishing** – date it will appear
- **Finish publishing** – when it will automatically disappear – like a weather alert or function
- **Created date** – for choosing a date in the past on when the article was creted – like past match reports.