



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**”

Articles: Edit

Save Save & Close Save & New **Save as Copy** Close

Message
Article successfully saved.

Title *

Content Images and Links Options Publishing

Articles: New Joomla!

Save Save & Close **4** Save & New Cancel

Title * **1** Alias Auto-generate from title

Content Images and Links Options Publishing

Edit Insert View Format Table Tools

Paragraph Paragraph Read More **2**

This part shows on short summary
The remainder of the article will show when clicked from summary
[widgetkit id="36" name="Seniors 2017-03-04 Cleve vs 1 st xv"]

Status Published

Category * **3**
- Uncategorised
- Blog
- News
- Minis News
- Seniors News
- Women & Girls News
- Juniors & Colts News

Tags
Type or select some options

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 Unpublished can be used for preparation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)

The screenshot shows a web editor interface. At the top, there is a text input field labeled 'Title *' containing the word 'title'. Below this is a horizontal tabbed menu with four tabs: 'Content', 'Images and Links', 'Options', and 'Publishing'. The 'Images and Links' tab is highlighted in yellow. Underneath the tabs, there are two main sections. The first is 'Intro Image', which includes an eye icon, a grey rectangular area, a yellow 'Select' button, and a close 'X' icon. The second is 'Image Float', which features a dropdown menu currently set to 'Use Global'.

Notes on above:

- Three standard images have been created
 - /images/logo-Infomal-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.