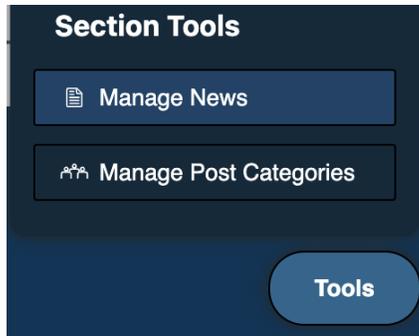


## Adding/Editing News Posts

1. To add or edit a news post, navigate to a page with a *Posts Section* set to display news then click **“Tools”** > **“Manage News”**:



2. Click **“+ News Post”** to add a new entry or click on a title from the list to edit an existing entry:



3. Complete the following required fields as well as any additional information (images, video link, attachments, etc.):

Title *required\**

Publish Date \*

Expiration Date \*

*\*Note that the post will not display on the site until the **“Publish Date”** and will no longer display past the **“Expiration Date”***

4. Select the “**Post Sub-Category**” if using more than one to distinguish between multiple news types (Notices, Announcements, etc.):

**Post Sub-Category**

*one or more values can be selected by clicking on the above field*

5. Click “Save” to finalize the entry:

