News Articles Instruction - Teams

Communication is key for the Coaches and to keep Players, Team Staff, Parents and Visitors informed.

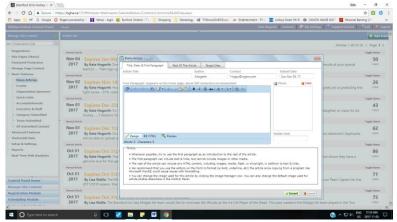
This is a tool in the website for communication. It is automatically pushed to the BGHA Twitter account as well to email and text subscribers who have clicked this option. Information, Notices, Announcements are best delivered via News Articles.

There is the ability to track the number of times the article is viewed.

	Articles 1-10 of 18	Page: 1	2		
Nov 04 2017	Get Connected! By Kate Hogarth: Don't have the time to visit the website everyday but need to know what's happening with the BGHA, changes in hockey schedules, or game results of your special team(s) Then sign up with our Subscriptions. The last box on the left hand side of the Home Page is the portal to where you can set	48 views			
Nov 02 2017	World Series 2017 BGHA Poll By Kate Hogarth: Houston Astros are the World Series Champions! Thank you to everyone who participated in our first Website Poll. BGHA website users did a great job at predicting this tight series – 67% voted for the Astros! Our next Poll is predicting the Final Team for the Eastern and Western Divisions on the	26 views			
Nov 01 2017	Ice Kittens Session #2 for the 2017/18 Season is now OPEN! By Kate Hogarth: It's that time again. Session #2 for Ice Kittens begins December 23rd, 2017, register early. So why should you sign up your daughter, granddaughter or niece for ice hockey 5 Reasons Girls should try Hockey Girls' hockey is growing in leaps and bounds which mean there are lots of new	42 views			Numbe View
Nov 01 2017	2018-2019 On-Line Application for Midget, Bantam, Peewee, By Kate Hogarth: Our previous Adobe Coach Application Form has been transferred to an on- line version. The exact same questions and requirements – just now electronic! Applicants will be able to upload any additional documents (i.e., references, experience, etc.) to attach to the submission. Once you have	61 views			

Website Path:

- 1 Log in to the site
- 2 Click 'Control Panel' on top right Menu
- 3 Click 'Manage Site Content'
- 4 Click 'Basic Features'
- 5 Click 'News Articles'. You will see current News Articles in descending order
- 6 Click 'Add Article' in the right corner just above the top news article.
- 7 A window pops up to create a new Article.





8 You are now at the point of creating the News Article

Directions to Complete:

- 1. A title for the News Article must be entered. Date is automatically filled. This can be changed if News **Enter Title** to be posted in future Make it Catchy News Article X Title, Date, & First Paragraph Rest Of The Article Target Sites ucle Title Author Contact Submit Date khogarth Hogey@rogers.com Sun Nov 05, 17 (appears on the home out 500 characters recommended) Photo 💥 Clea 🥙 🕑 • 🤍 • 🏦 📝 • 🐰 🗈 😩 😩 B I U abe A · 🖏 · 2
- 2. Fill in the beginning of your message a couple of sentences (X). The remaining body of the message can be entered under the 'Rest of the Article' tab.

You can add a photo (X) but this is not mandatory. When 'Photo' is clicked, a window will pop up from the Image Manager to select a photo. See 'Inserting Photo' for instructions.

Complete the 'Visible Until' section. This will remove the article from the visible history on the site until the specified date. The Article will remain in the database for the Webmaster to view.

First Paragraph: (appears on the home page; about 500 characters recommended)	🔏 Photo	💥 Clear
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Enter the date to stop		
visibility		

3. Complete the remainder of the message in the 'Rest of the Article'. Pictures can be added to this section also.

	News Article	X
	Title, Date, & First Paragraph Rest Of The Article Target Sites	
	The Rest Of The Article: (you do not need to type the first aragraph again)	1
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Once the message is completed, click Insert.