## 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.*
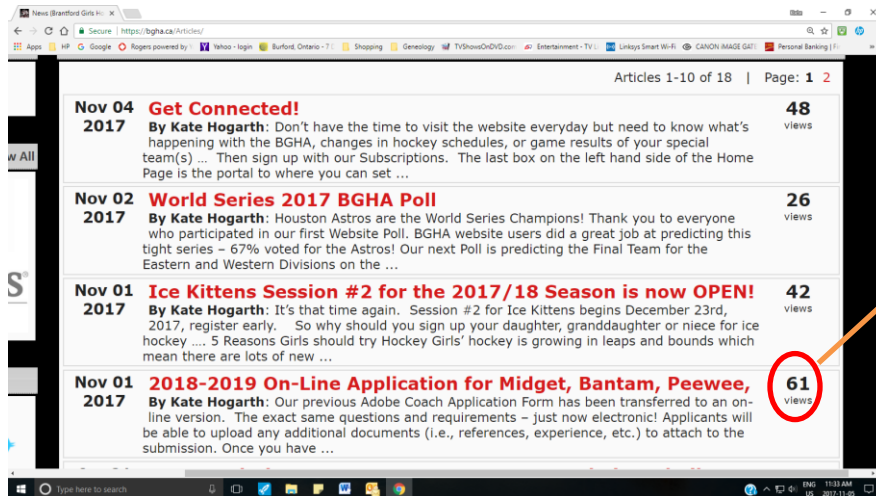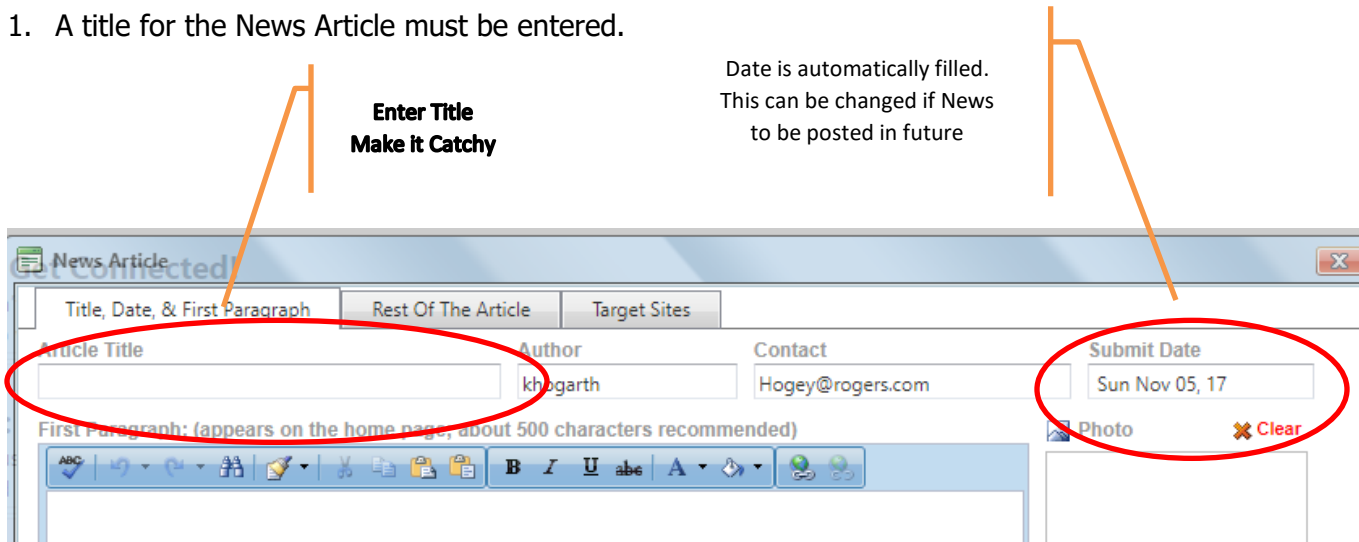


Number of Views

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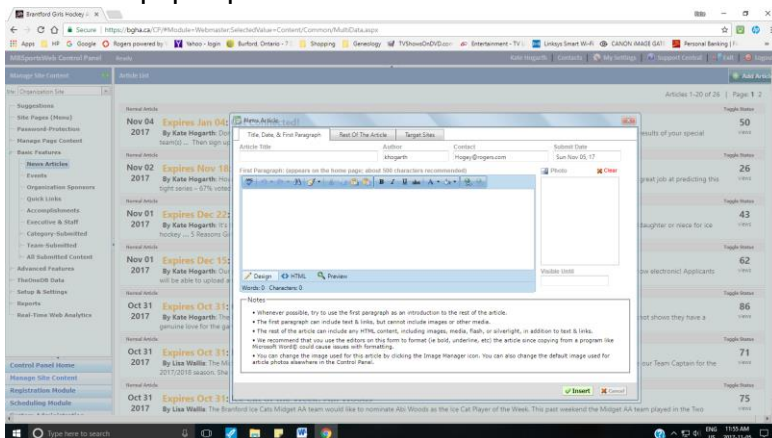
8    You are now at the point of creating the News Article

**Directions to Complete:**

1. A title for the News Article must be entered.

Enter Title
**Make it Catchy**

Date is automatically filled.
This can be changed if News
to be posted in future



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.



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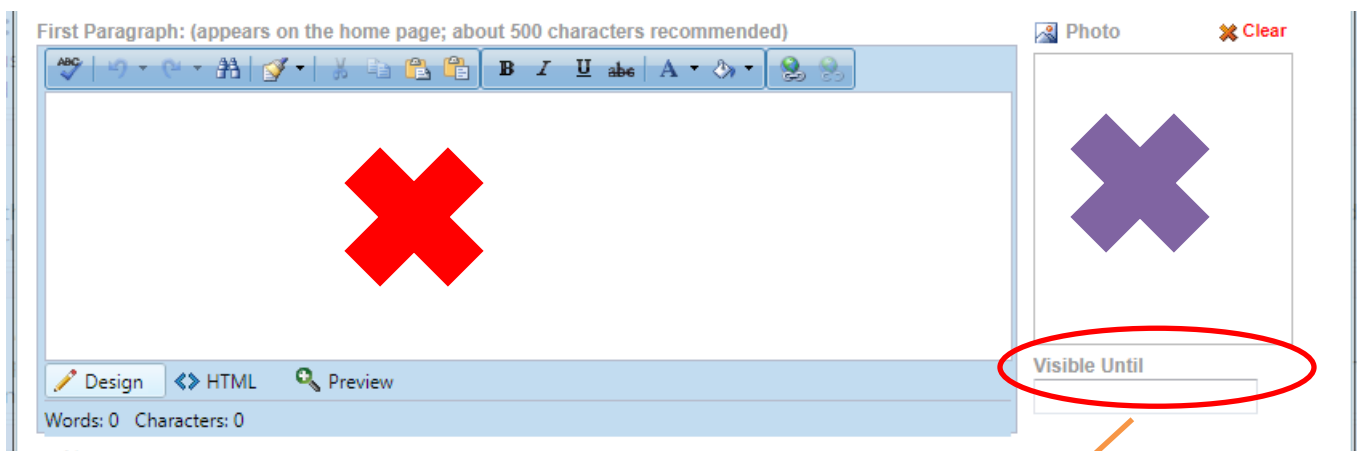
3. Complete the remainder of the message in the 'Rest of the Article'.  Pictures can be added to this section also.
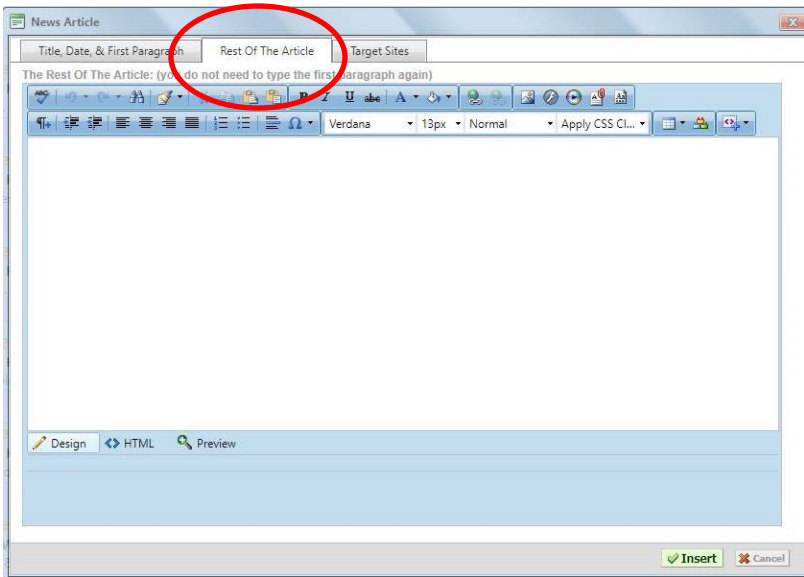


Once the message is completed, click Insert.