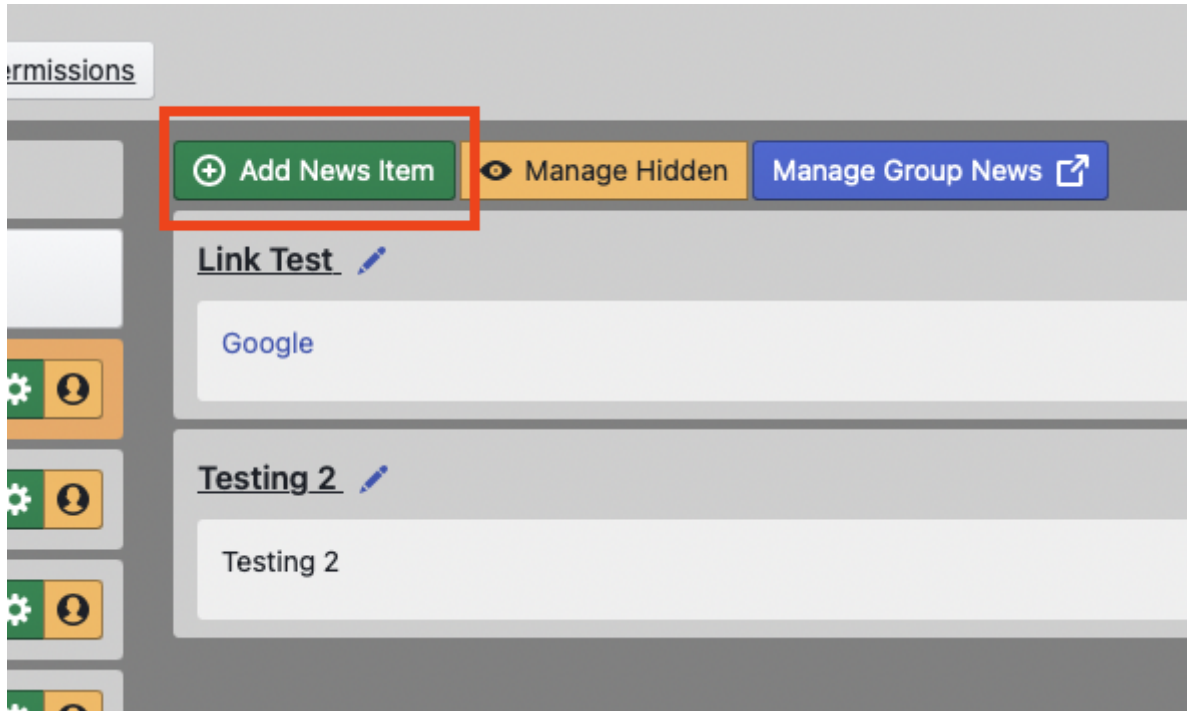


# Creating News Items

To create a news item go to the Group for which the item is to be created. If you have manager permission on the group you should see the "Add News Item" button above the News Item List.



Click the "Add News Item" button and fill out the news item content.

A screenshot of a 'Create News Item' form. The form has a title field labeled 'Title' with the placeholder text 'News Title'. Below the title field is a content field labeled 'Content'. The content field has a rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and other formatting options. The content field is divided into two columns, each with the placeholder text 'Content Here'. At the bottom right of the form, there are two buttons: a green button with a checkmark icon and the text 'Create', and a red button with an 'X' icon and the text 'Cancel'.

Once the content is filled out click the "Create" button to save the news item. Once the save button is clicked the news item should appear at the top of the news scroll.

Add News Item

Manage News

Manage Group News

Test News Item

Content Here

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