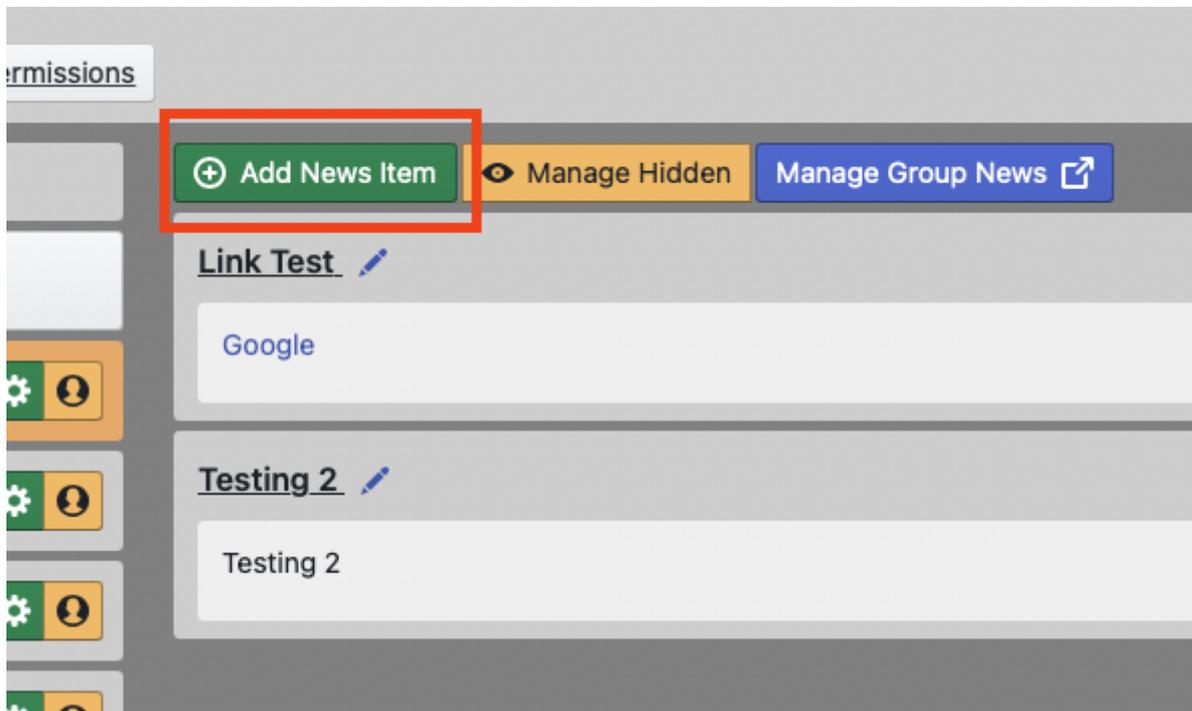
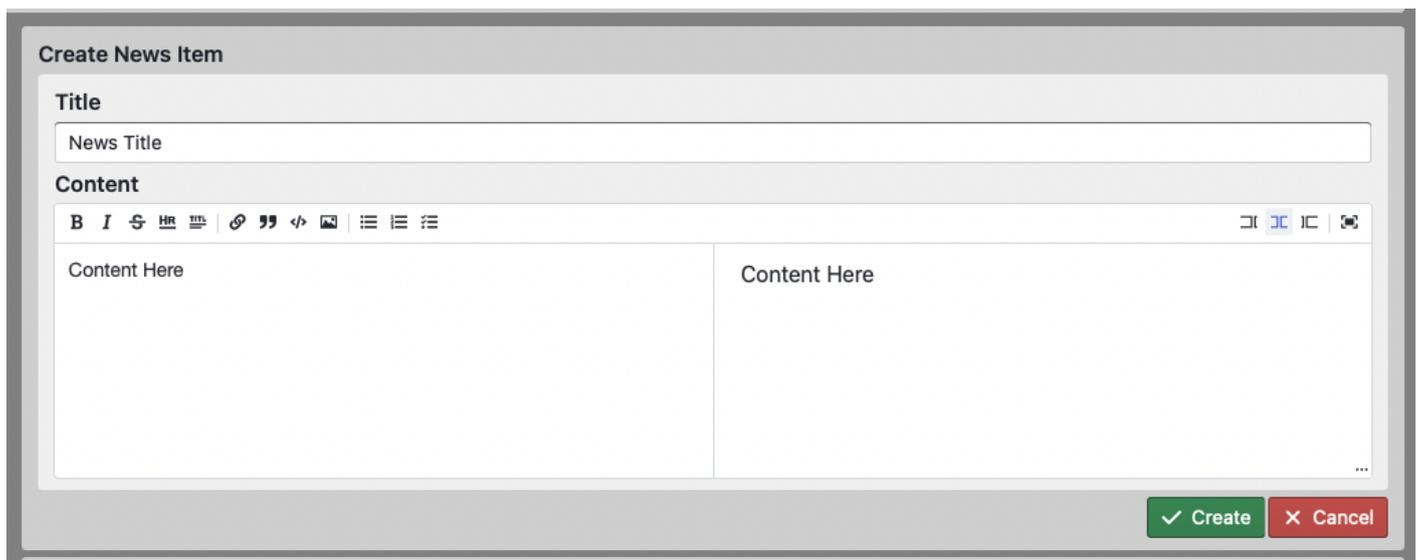


Creating News Items

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 text "News Title" entered. Below the title field is a content field labeled "Content" with a rich text editor toolbar. The toolbar includes icons for bold (B), italic (I), underline (U), link, unlink, list, and other text formatting options. The content field is divided into two columns, each containing the text "Content Here". At the bottom right of the form, there are two buttons: a green button with a checkmark and the text "Create", and a red button with an X 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

Revision #1

Created 25 August 2022 17:40:35 by Elliot Francis

Updated 25 August 2022 17:49:42 by Elliot Francis