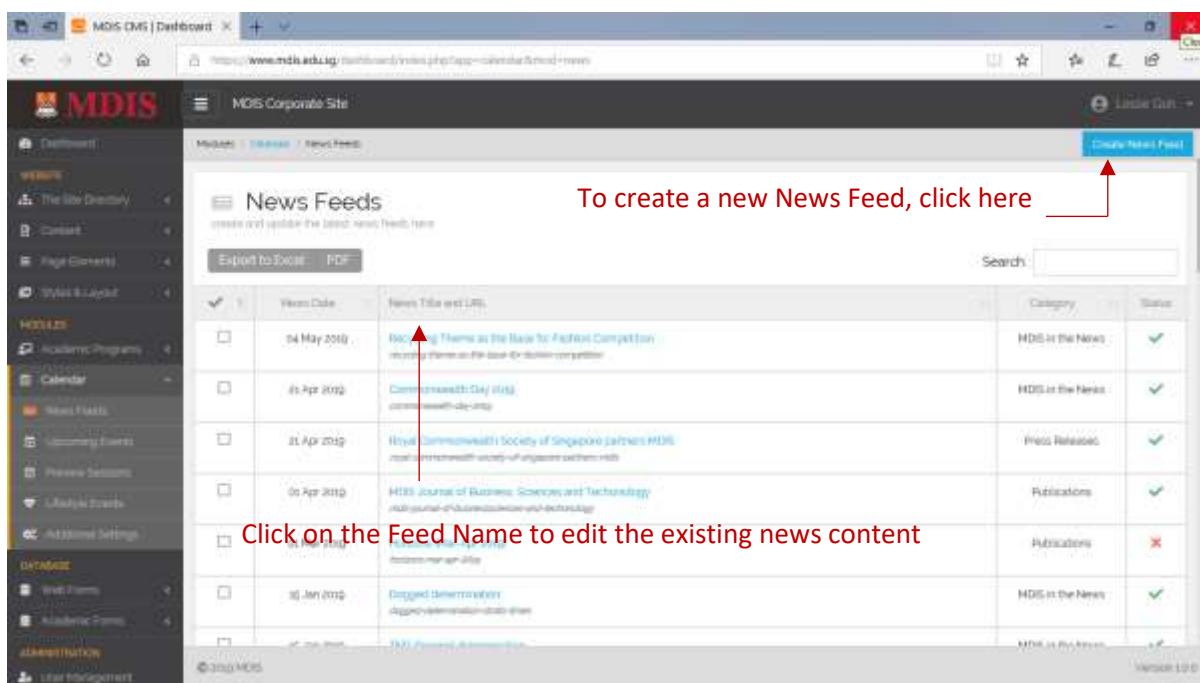


News Feeds

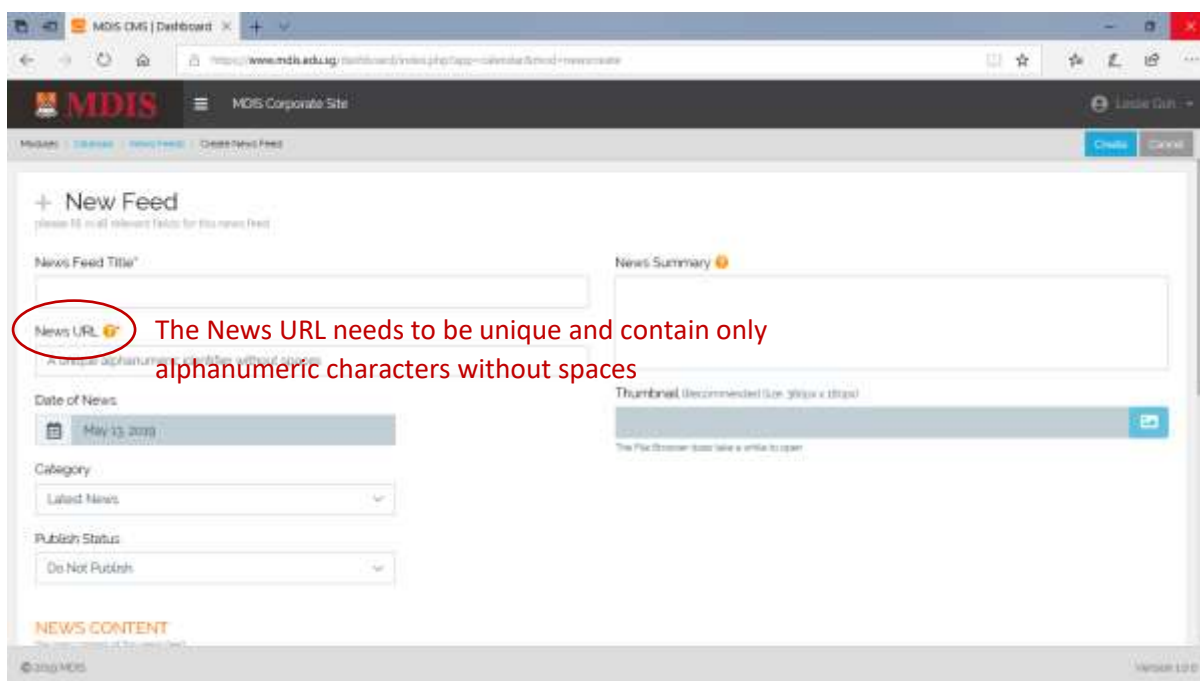
The News Feeds submodule manages all the latest news on the corporate website. Rather than creating a new web page each time a new feed is added, the News Feeds function formats the news content and allows for easier updating. To arrive at this page, navigate by

MODULES > CALENDAR > NEWS FEEDS



Creating A New Feed

Fill in all the required fields and click *CREATE* to create the new News Feed.



News Feed Title	The title of the news feed
News URL	A unique URL reference to this news feed. This URL will also be automatically used to create the corresponding webpage. Please ensure that only alphanumeric characters (without spaces) are used and that there are no other webpages using this URL
Date of News	The date of the news
Category	Select the category this news feed should appear under
Publish Status	Set whether this news feed is to be published. An unpublish status hides this news feed on the website
News Summary	A basic summary or outline of the main content of the news. Please note that only plain text should be entered here
Thumbnail	A thumbnail picture of this news feed. The recommended size of a thumbnail is 360px by 180px and should not be larger than 100KB in size

The main content of the news should be entered into the Rich Text editor at the bottom of the page. Please remember to UNPUBLISH the feed until the content is ready to go live.

