

How to Create a News or Event Detail Page

1. On the Dashboard select one of the Page Creation Rules:
 - a. Create an Event Detail Page
 - b. Create a News Detail Page
2. Give it a name, can use the title of the news or event. (enter)
3. **In the Edit tab fill in the following fields for a News article:**
 - a. **Title** – news title shows up on calendar front the news page
 - b. **Abstract** for news page – first sentence of news article shows up on calendar front and search engine
 - c. **Posted date** – news article date
 - d. **Posted by** – who posted the news article
 - e. **Body Copy** – the news story
 - f. **Thumbnail Image** – smaller picture to use on the news index page
 - g. **Right Aligned Image** – larger image to show on the news detail page
4. **In the Edit tab fill in the following fields for an Event:**
 - a. **Abstract** - brief one or two sentence summary of event, for use by search engines
 - b. **Start Date and Time** – when the event is happening, will show up on the calendar front,
 - i. click on the calendar to pick the start date
 - ii. click on the clock to pick the start time
 - c. **End Date and Time** – click on the calendar to pick the end date
 - i. click on the calendar to pick the end date
 - ii. click on the clock to pick the end time
 - d. **Recurrence** – daily, weekly, monthly, yearly
 - e. **Recurrence end** – use the calendar to pick the date
 - f. **Hosted by** – who is hosting the event, will show up on the calendar front
 - g. **Location** – where the event will take place
 - h. **Event Description** – more information about the details of the event
5. Go to the **Categorize tab**
 - a. Select one or more categories of where you would like you news or event to show up on that page's Section Front calendar here are a few examples:

i. Homepage	v. Student Life
ii. Current Students	vi. CTE
iii. Future Student	vii. TrainND
iv. Community	viii. Online Campus
 - b. These Section Fronts have been setup in the Edit Tab to show just those specific news & events categories
6. To publish to the website:
 - a. Click on the Advance button on the top toolbar
 - b. Click Skip Review and Publish to send for publish, or Send for Review to send to another user for review before publishing.
 - c. If choosing to Skip Review and Publish, choose yourself from the list to Publish to the website