

# News Events

*Please check if your event has already been posted as a District Wide News Event (Robert Vergiels handles district wide events) so there are not duplicate events.*

This module allows you to post news articles. This piece features an RSS subscription feature and a category filter.

## Add a New News Article

1. Press **Create New**.

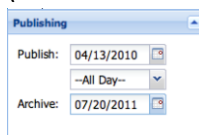
**News » View Posts**



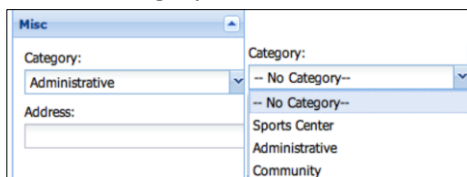
2. Give your article a title in the right-hand area.
3. You can upload a thumbnail.



4. Select a publish date and archive date.  
(The article will auto archive after the archive date passes).

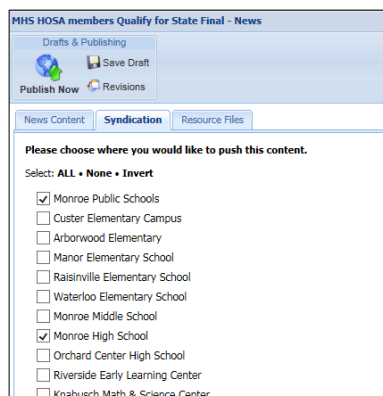
The image shows a 'Publishing' form with two date pickers. The 'Publish' date is set to 04/13/2010 and the 'Archive' date is set to 07/20/2011. There are also dropdown menus for 'All Day' and 'Archive'.

5. Select a category.

The image shows a category selection form. It has a 'Category:' label and a dropdown menu. The dropdown menu is open, showing options: '-- No Category--', '-- No Category--', 'Sports Center', 'Administrative', and 'Community'. The 'Misc' tab is selected at the top.

**Now move to the left-hand content area.** This is where you will enter in the information for the article. You can insert pictures and files as well.

**If you would like to push this event to another school website, select the Syndication tab.** From here check the boxes for the schools you would like to send it too.

The image shows a syndication form for the article 'MHS HOSA members Qualify for State Final - News'. It has tabs for 'News Content', 'Syndication', and 'Resource Files'. The 'Syndication' tab is active. The form asks 'Please choose where you would like to push this content.' and has a 'Select: ALL • None • Invert' dropdown. Below are checkboxes for various schools: Monroe Public Schools, Custer Elementary Campus, Arborwood Elementary, Manor Elementary School, Raisinville Elementary School, Waterloo Elementary School, Monroe Middle School, Monroe High School, Orchard Center High School, Riverside Early Learning Center, and Knabusch Math & Science Center. The 'Monroe Public Schools' and 'Monroe High School' checkboxes are checked.

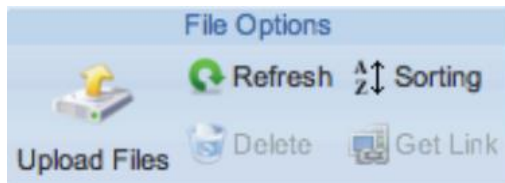
## Upload a File

To upload a file:

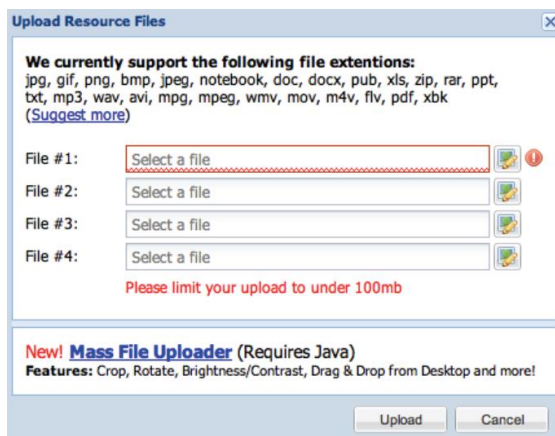
1. Click on the **Resources Files** tab.



2. Click the **Upload Files** button that appears at the top.

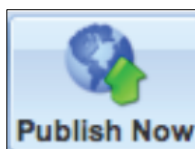


3. Browse your computer for the file or files.



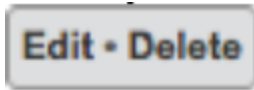
4. Click **Upload**.

When you are finished, press **Publish Now** and then press Publish in the popup window.



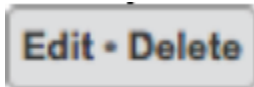
## Edit an Article

1. Press **Edit** for the article in question
2. Edit the necessary fields
3. Press **Publish Now** and then press **Publish** in the popup window.




## Delete an Article

1. Press **Delete** for the article in question.
2. Press **Delete** in the popup window.



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### Current News



#### MHS HOSA members Qualify for State Final

By: Robert Vergiels  
12 MHS HOSA Members Qualify for State Fin...  
*Posted Monday, Mar 16th, 2015*  
Permalink • Syndicated from District

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#### MMS, MHS to Play in Local Competition

By: Robert Vergiels  
MMS, MHS Instrumental Groups to Play i...  
*Posted Monday, Mar 16th, 2015*  
Permalink • Syndicated from District

You will see Syndicated from District under the news item.