FIRSTSPORTS

News Articles

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1. News

There are two types of news articles an administrator can enter onto the website:

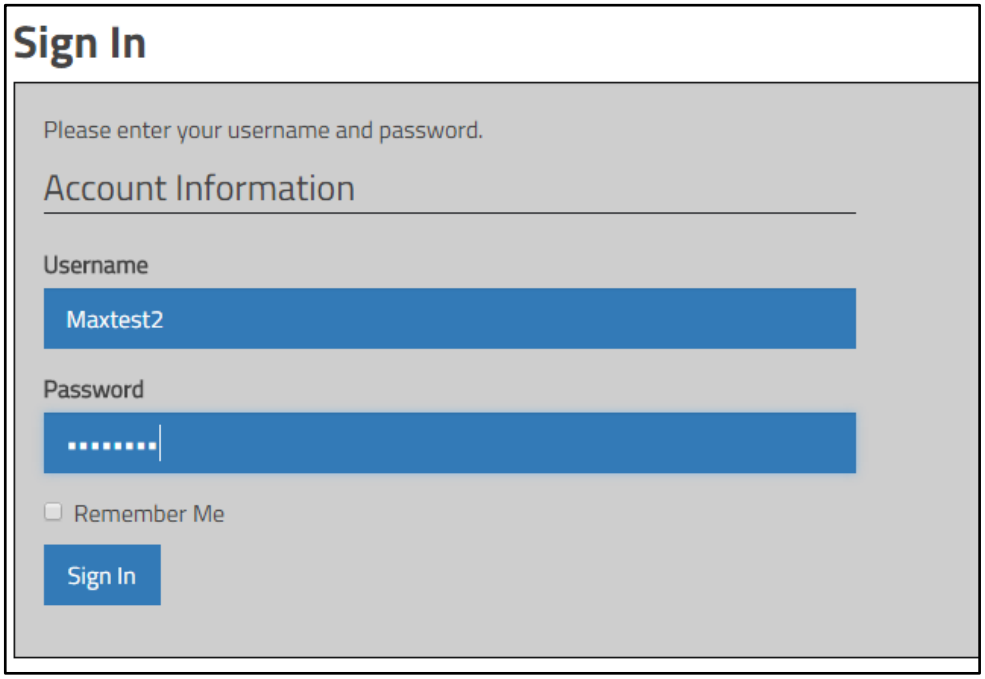
1. **Featured News** – displayed on the Home page
2. **General News** – displays under News on the menu bar

Signing In

To log into the website, scroll down to the bottom of the site and select **Sign In**.



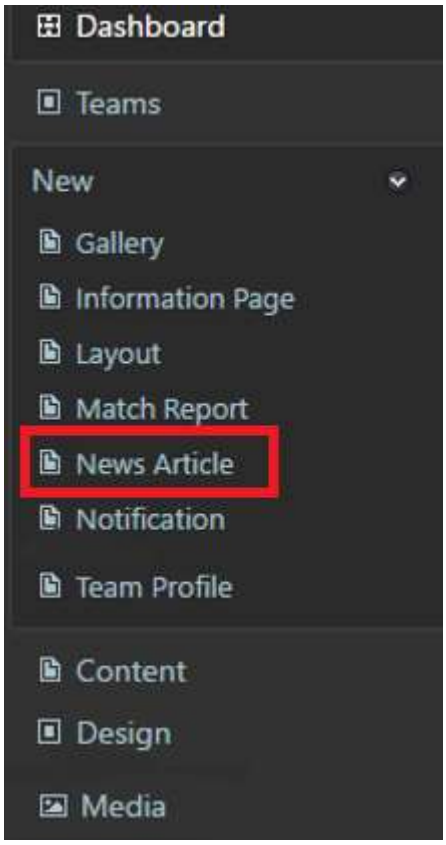
Enter your username and Password, these are the same credentials you would use to log into GMS.



Once you have signed in select the **Dashboard** option at the top of the page.

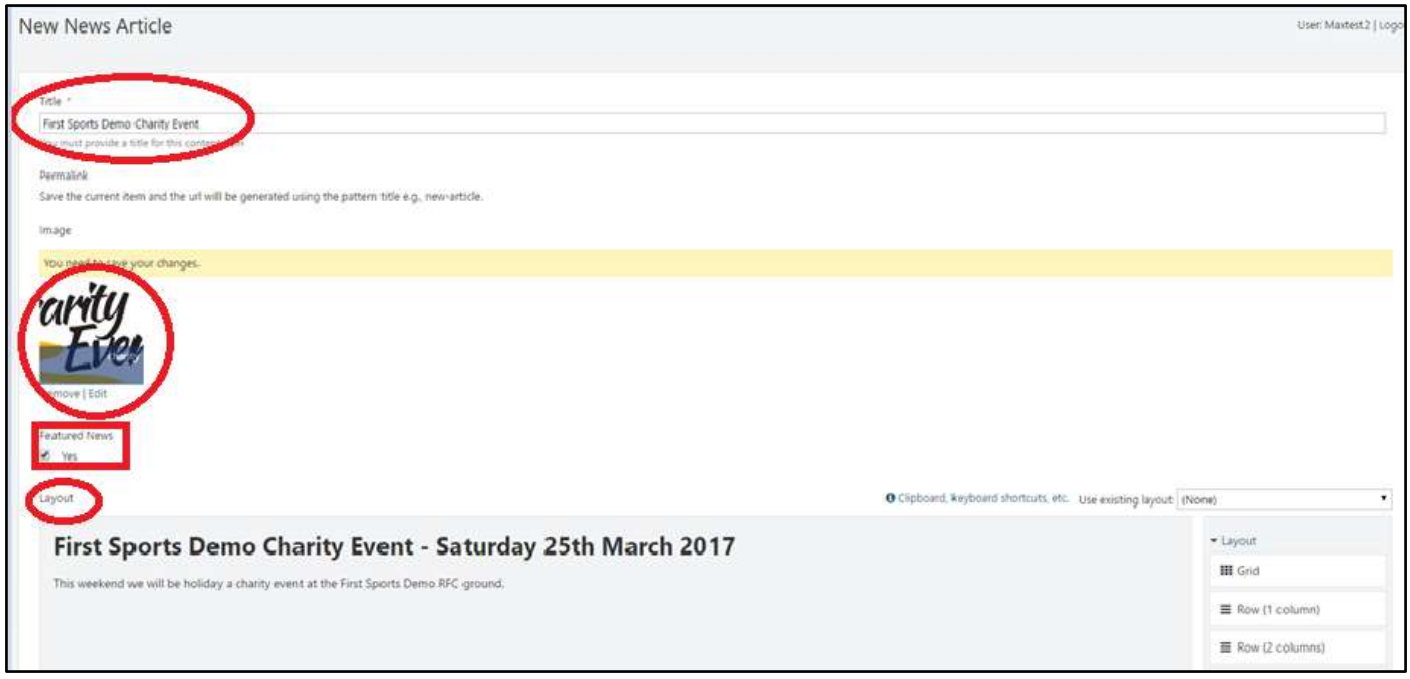


Select **News Article** under **New**.

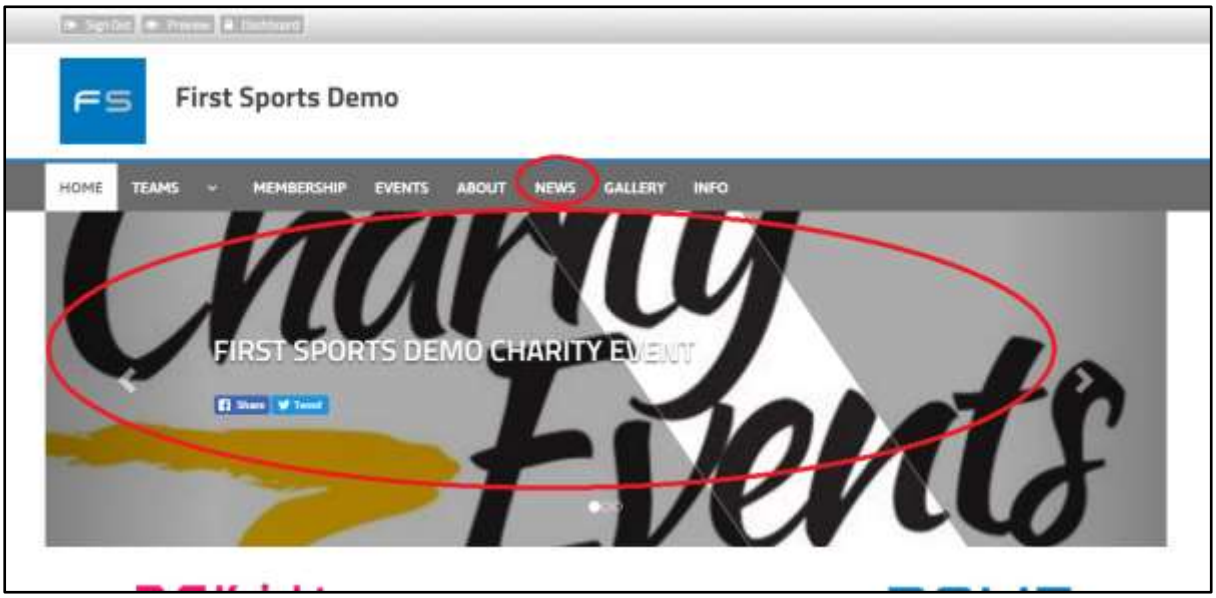


Enter the Title of the News Article, insert an image (this will make the article more appealing when selected as **Featured News**) and enter key features into the Layout E.g. Heading, text, image.

If you want the News Article to be on the Home page tick **Yes** under **Featured News**.



Save the News Article at the bottom of the page. Once the News Article has been saved it will appear on the Home page as the Featured News was selected, it will also appear under the News section of the site.



If the Yes option was not selected under Featured News, then it will only display under the News page only.

