

About News Articles

You can create news articles about your organization or your adoptable animals and display them on your website. In addition, your visitors can choose to receive email alerts whenever you add a new news article using the **My Options** page.

**Where do I find it?**

You can find the [News Articles](#) page by going to **Features > News Articles**.

You can read more about adding your news articles to your website in this guide.

On this page:

- [Enabling the News Articles Feature](#)
- [Adding a news article](#)
- [Editing a news article](#)
- [Deleting a news article](#)

Related pages:

- [Adding news articles to your website](#)

You can create news articles about your organization or your adoptable animals and display them on your website. In addition, your visitors can choose to receive email alerts whenever you add a new news article using the **My Options** page.

**Where do I find it?**

You can find the [News Articles](#) page by going to **Features > News Articles**.

The following actions are available for News with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view the News Articles	Web Site Service Data Management	Any (Volunteer)
Add	Able to add News Articles	Web Site Service Data Management	News Admin
Edit	Able to edit News Articles	Web Site Service Data Management	News Admin
Delete	Able to delete News Articles	Web Site Service Data Management	News Admi

**Service Note**

The Data Management Service provides the ability to add news articles.

Enabling the News Articles Feature

1. Click the **Settings Icon**.



2. Click **Yes** next to **Enable the News Articles feature**.

3. Click **Save**.

News Articles Settings

[<< News Articles](#) | [Settings & Options](#)

Enable the News Articles feature

☒ Yes ☐ No

Adding a news article

- Click on **Add an Article**.

News Articles

- When you are working with news articles you have the following fields available:
 - **Title:*** The title of the news article.
 - **Date:*** The date you want to use for the news article.
 - **Description:*** The text of the new article.
- If you want to add more than one news article, select the checkbox next to **Add another** before clicking save.
- Click **Save** to save any changes.





Add a News Article







« [News Articles](#)















Title *









Date *  





























Description *





















Source    

B *I* U                            

Styles  Format  Font  Size                 

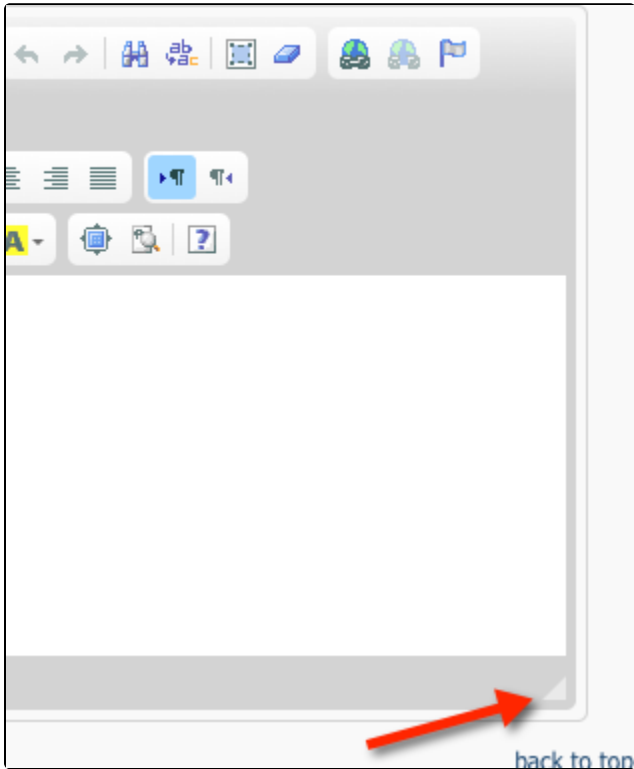
body p

[back to top](#)

☐ Add Another





The most recent news articles (by the date you provide) are shown at the top of the News page.

Need more space on your screen to type your news article? You can **stretch** the editor window. Use your mouse to click and grab the little gray arrow in the bottom right hand side of the editor to stretch it taller etc.



Editing a news article

- Click the **edit icon** next to a news story to edit the article.

Current View: Default			Total
Actions... ▾	Views: Default ▾		 0
<input type="checkbox"/> All	<u>Name</u>	<u>Date</u> ▾	
<input type="checkbox"/> 	7th Annual Open House	10/14/2012	
<input type="checkbox"/> 	More news @ Facebook!	7/3/2010	

Deleting a news article

- Select the **checkbox** next to the news article you want to delete.
- From the **Actions** drop-down, select **Delete**.

News Articles


 Add an Article

 Settings

Current View: Default

Total: 25   1  

Actions...

Views: Default  

  0 

Options...

Actions...

Delete

Name

Date ▾

[7th Annual Open House](#)

10/14/2012

[More news @ Facebook!](#)

7/3/2010

[Chalk Art Festival Update](#)

10/21/2009

Popular Questions

Topics:

- [news](#)

No questions found.

Have a question about this topic?