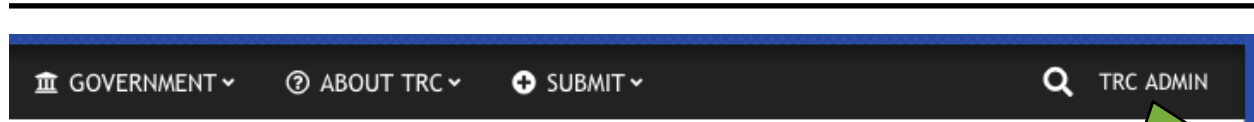




## Admin How-To: News

This document will instruct you how to submit News Articles & Calendar Events on TRC. You will first need to sign up for an account, and then have Seth grant you the proper admin privileges. If you have any questions, email Seth at [sethen@trcmaine.org](mailto:sethen@trcmaine.org).



### NEWS ADMIN

- **Add News Article**

Once logged into TRC with admin privileges, you will see a **TRC Admin** option in the main site menu (pictured above)

On the Admin page, you will see a block for News Admin, with a link to Add News Articles.

### ADD NEWS ARTICLE

Use this to submit news articles or public notices to the website. They will show up on the main TRC news feed, and the selected Page. You may attach files, a picture, or even submit a link to another website.

The Title of your article goes here

Content of your Article / Public Notice

Add New Post

Add title

Visual Text

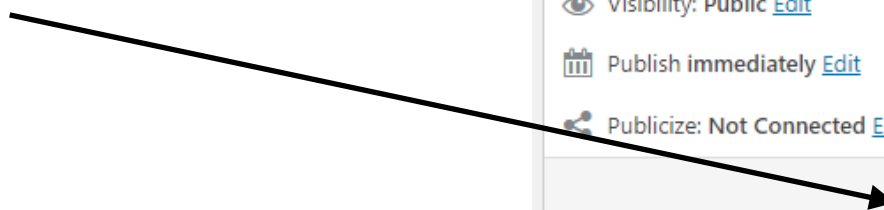
File Edit View Insert Format Tools Table

Paragraph B I “ ” [List icons] [Link icon] [Undo icon] [Redo icon] [Table icon] [Fullscreen icon]

-apple-system 12pt [Font settings icons]

Word count: 0

Click here to publish your article when you are ready



**Publish** ^ v ▲

Save Preview

🔑 Status: Draft

Draft ▼ OK Cancel

👁️ Visibility: Public [Edit](#)

📅 Publish immediately [Edit](#)

🔗 Publicize: Not Connected [Edit](#)

**Publish**

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**Categories** ^ v ▲

All Categories Most Used

- News
- BJHS Alumni
- BJHS Newsletter
- Milo Library
- PAWS

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**Featured image** ^ v ▲

[Set featured image](#)

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**Tags** ^ v ▲

Add

Separate tags with commas

## CATEGORIES

This is where you will choose what category your post will appear under. Depending on your access to different parts of the site, you will have different options here.

All Admin users can submit News Articles without the need for them to be approved.

## FEATURED IMAGE

Adding an image here will add the image to the main news feed above the article and use it in the different feeds.

## TAGS

You may optionally add tags to your article here. They will be displayed on the site, and articles with same tags will be shown together when the