



# Getting Started in OHANA

## News Module

- 1) First go to your website.
- 2) Go to the **Login** screen
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** button.
- 5) Once you are logged on you should see the Ohana Administration Ribbon across the top of the screen.
- 6) Click on  (icon looks like a newspaper) in the upper right icons on the Ohana Administration ribbon.  
(You must be given admin privileges to access this module)
- 7) Select **News Settings** from the drop down on the  icon.
- 8) On the **News Settings** screen
  - a. **News Layout:** Select option here
    - i. **Linear** – items will list down the page one new feature after another
    - ii. **Scattered Blocks** – items will appear in more of a collage look.
  - b. **Allow News Submissions**
    - i. **Yes** – allows visitors to the site to enter suggested News articles
    - ii. **No** – Only web editors can enter News Articles thru the OHANA Administration Ribbon.
  - c. **Top Description** – Enter text here that you would like to appear at the top of the main News landing page.
  - d. **Bottom Description** – Enter text here that you would like to appear at the footer of the main News landing page.
- 9) **Send Notice of Submission** – if you will allow site visitors about to submit News Articles from the main News landing page, then you will want to be sure to mark “**Yes**” here and go to step 10 below.
- 10) **Send Notice of Submission To** (*Add additional Emails seperated by semicolons*) – Enter what email address you want Submission notices to be sent to. It should be someone with editing privileges to be able to login to the News Module and review and **Approve** the submission.
- 11) Click on **Save**
- 12) **Logout** of the site when you are finished.