



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** from the drop down on the  icon.
- 8) On the **Manage News** screen, click **Add** to enter a new News listing
 - a. Enter the **Headline** you wish to appear on the main News landing page
 - b. **Teaser** text should be an expansion on the Headline but not a full article – enter enough to peak the readers curiosity on the main News screen to click thru to read more.
 - c. **Headline Date** – will appear after the Headline on the main News page.
 - d. **Approved News Item** – make sure when you are ready for this item to appear that this is marked “**Yes**”. If it is marked “**No**” it will not appear anywhere for readers to see, only editors will see it behind the scenes
 - e. **Display Dates** – here you can designate when this News feature appears on the web and for how long. Enter the Start date you wish it to begin appearing and the End date on when it should no longer post to the web. This will allow you to enter items in advance of them posting to the website and it will come offline when you designate it too– so you don’t have to remember to go to the site to take it down.
 - f. **News Text** – click on the icon in the upper left corner of this box to start entering the full text of this News item. Readers will see this when they click on the Headline or the Teaser text from the main News landing page.
- 9) Click on **Save News Item**
- 10) **Logout** of the site when you are finished.