

How to add a News item

1. Go to the “News and Events” section of the IOA site.
2. Click on the “add to folder” in the menu, and select “news item.”
3. Fill in the information for the event (the red boxes means the items are required).
4. In the “Description” box, include the author and the date. Before the date, include this piece of text:
By Shauna Mecartea

Date: 1/1/09
5. Hit “save.”
6. The last step is to make the event live, click on the “state” option (to the right of the “add to folder”) and select “published.”

