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## Module: Club News

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**Function:** Club News allows you to share information such as Tips from the Pro, recipes, staff news, event recaps and tournament results with your members. The club news module can be added as a widget on a custom page or it can be linked through a navigation item. All club news items will automatically appear on the 'club news' page; however administrators have the option to select specific 'feature' club news articles to appear on the homepage of your site.

### Key Points to Remember:

- Club News can be programmed to publish on a future date
- Administrators can feature select articles on the Member homepage by selecting the 'featured options' tab

### Contents:

1. Create a Club News item.....P. 1
2. Editing Options.....P. 2
3. Display a Club News article.....P. 2

### Create a Club News item

1. Log in as an administrator
2. From the top navigation, click **Web>Manage>Club News**
3. Click the **New icon** to add a new item
4. In the **Headline field**, enter the title of your News article
5. In the **Teaser field** (optional), add a subheading or a little 'teaser' information

6. **Publish Date/Time**-select a date and time to publish your article. The system will default to the current date/time
7. **Author**-Option, select from a list of employees by clicking on the looking glass. Click the red X to remove a selection
8. **Body Tab**-add the content of your news article using the editor
9. **Featured Options Tab**-use this tab to publish the news article on the homepage
  - Place a checkmark in the box “This is a featured article”
  - Enter a Feature Start and End date to display on the homepage
  - Show Article Preview Only-check this box to display a preview only
  - You have the option to add a feature image with your news article. Use the Browse button to upload an image
10. **Web Visibility Tab**-select who can access/view the club news article
11. **Save and Close**

### **Editing Options:**

1. To **delete** a news item, click the article name to select and click the delete icon (trash can)
2. **Refresh**-if multiple administrators are adding news items, use the refresh screen icon (orange chasing arrows) to refresh the system to view all articles
3. To **edit an article**, click the article name to select and click the edit icon (paper with pencil)
4. To **search** for a specific news article, enter a keyword into the search box. Click the filter icon with the red X to clear the filter/search box and default to all articles.

### **Display a Club News Item**

#### **Display as a Widget on a Custom Page**

1. From the top navigation, click **Web>Manage>Custom Web Pages**
2. **Select the page** you wish to add the news item or create a new custom page
3. Click the **Widgets** tab
4. Click the **Add icon (green + sign)** to add a new widget
5. **Click Club News** to highlight this option, then **click the select button**
6. The Widgets editor will pop up, **enter a Display name** for the news module widget
7. **Save and close** the widget editor
8. **Save and close** the custom web page

#### **Display as a Navigation Item**

1. From the top navigation, click **Web>Manage>Navigation Menu**
2. **Select the Navigation menu** where you would like to add a new item
3. **Click the Navigation section** you wish to add the link under or create a new section
4. On the **menu items tab**, click the **new icon** to add a new navigation item
5. **Name** the navigation link
6. Under the Navigation Link section, select **Module**
7. Use the dropdown arrow to select **Club News**
8. **Save and Close**