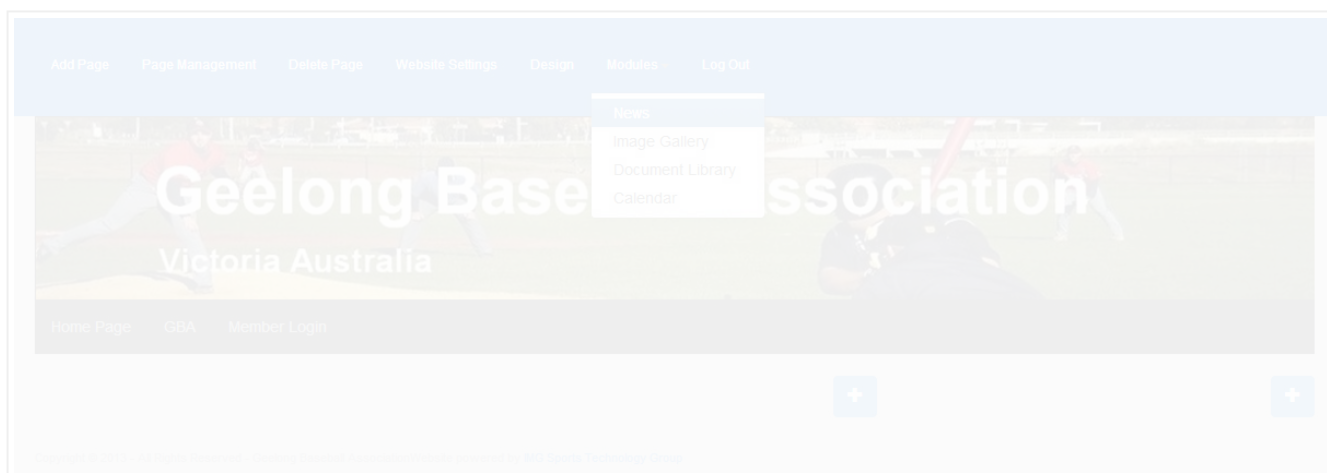# Adding News Categories

*Last Modified on 22/08/2016 1:53 pm AEST*
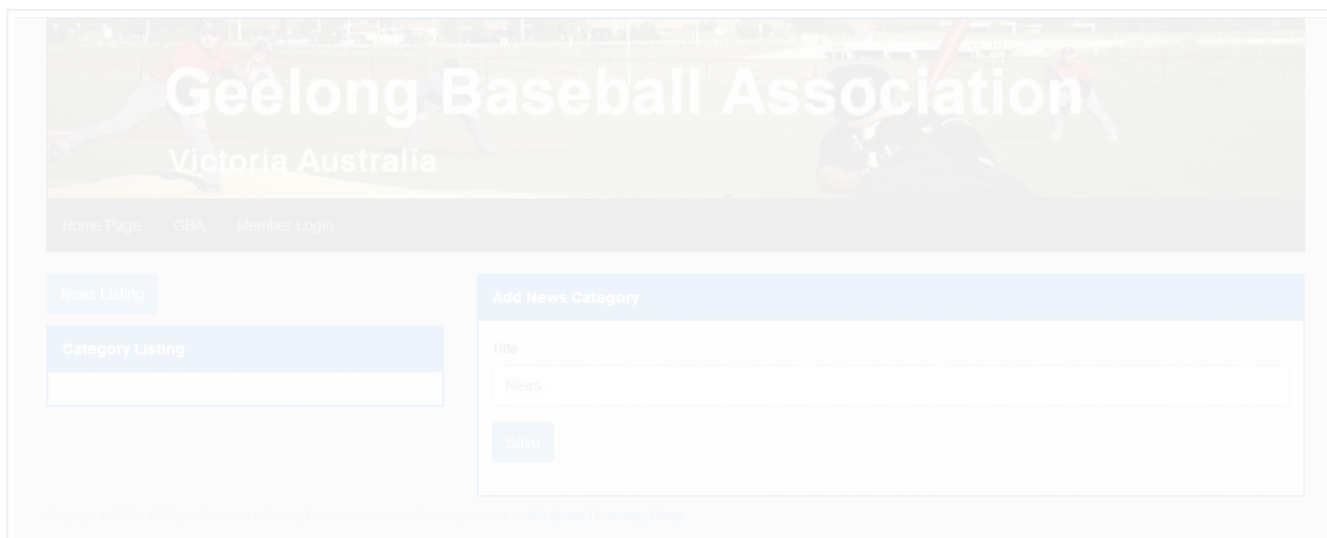
*This article relates to Site 2.0*
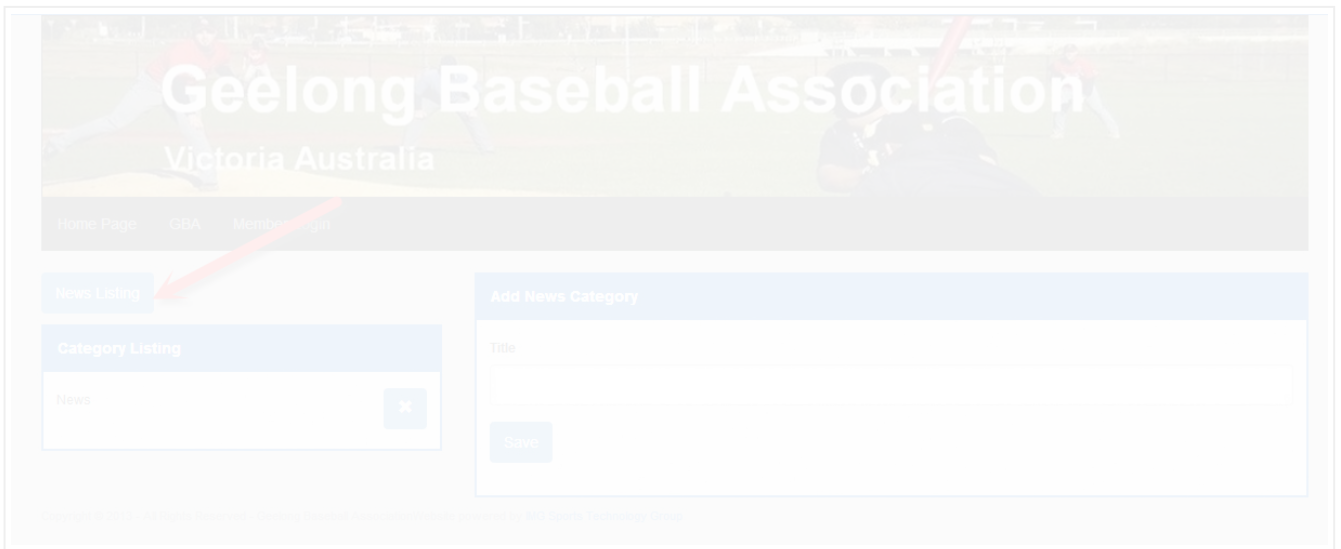
## Adding News categories

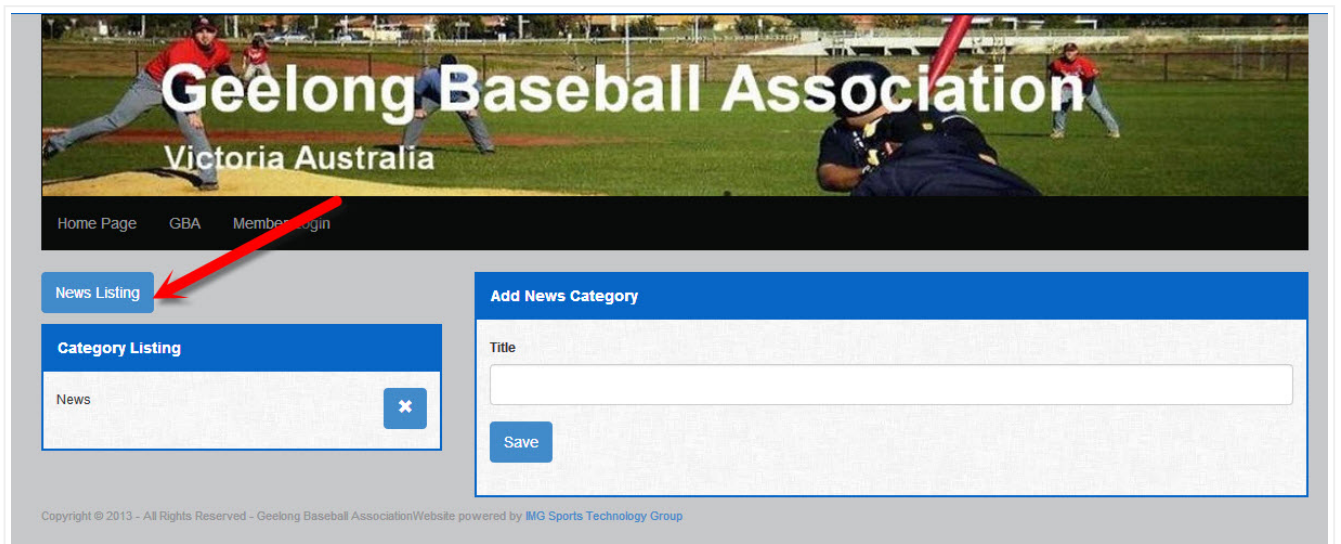MODULES > NEWS > Click on Add News Category > add Title > SAVE
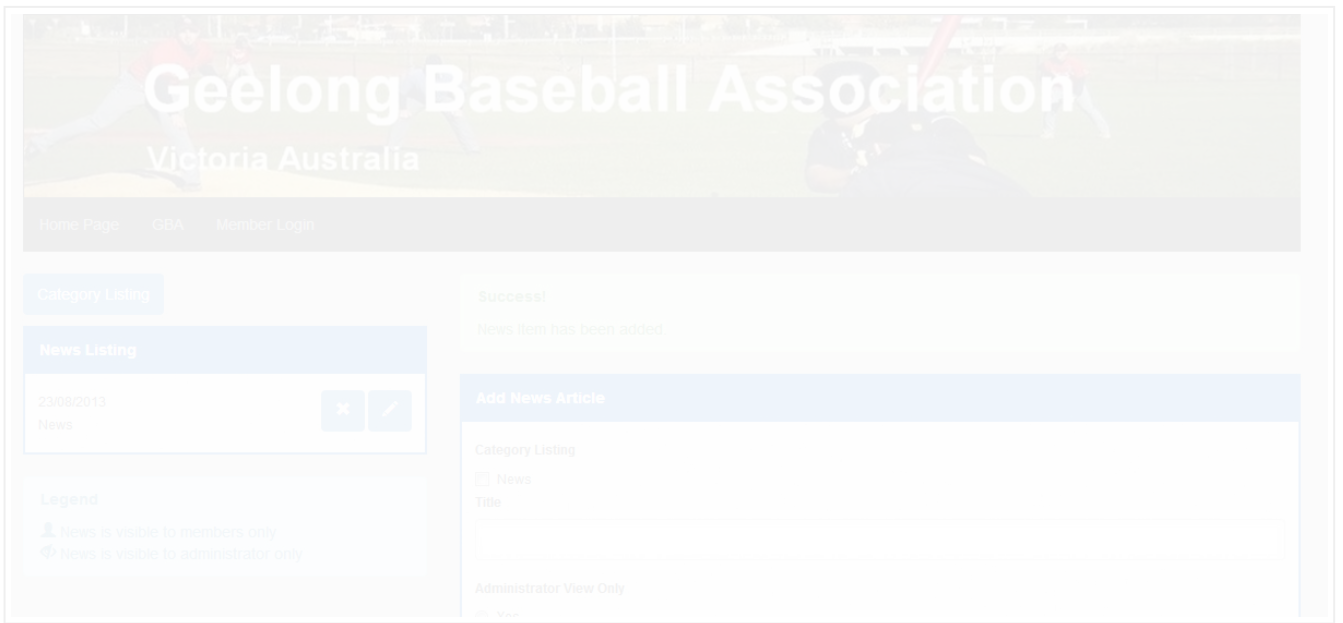


Click to add a News Category
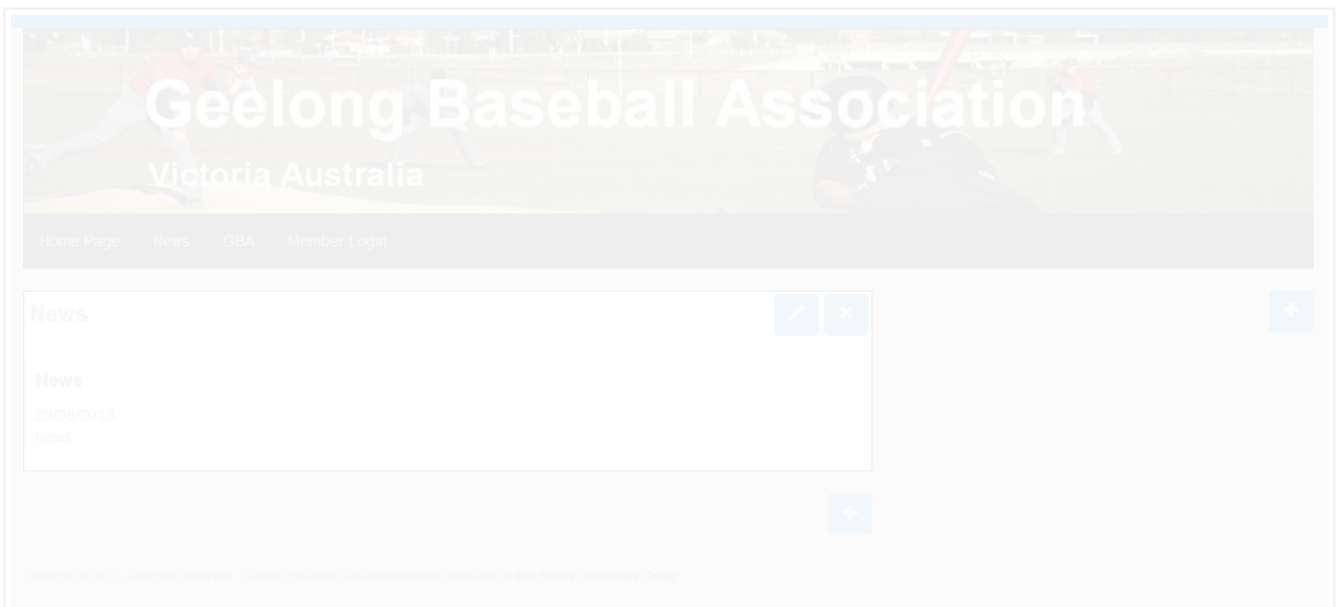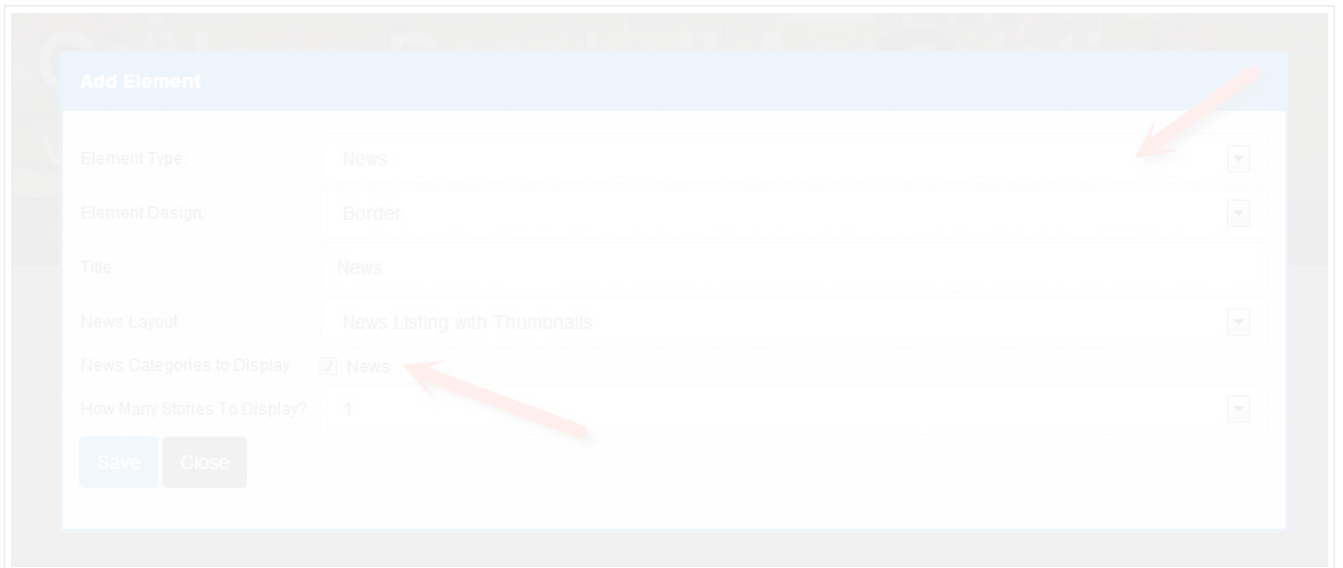


Title News Category > SAVE

Click on NEWS LISTING > Select the Category Listing > Fill in the information > Select the Gallery if appropriate > SAVE



Select the News Category > Add TITLE > Add in text > Attach a Gallery if applicable > SAVE

# Geelong Baseball Association

## Victoria Australia

Category Listing

### News Listing

Legend

👤 News is visible to members only
👁 News is visible to administrator only

## Add News Article

Category Listing

☐ News

Title

Administrator View Only

○ Yes
⦿ No

Members Only

○ Yes
⦿ No

Summary

| Source | B | I | | | | | | | | | | | | Format | |

Article

| Source | B | I | | | | | | | | | | | | Format | |

Gallery

No Gallery Attached

Save

Go to the page you would like to add the News to click on the ADD ELEMENT button >
Select NEWS ELEMENT

## Related Articles

[template("related")]

[template("related")]