

# Announcements

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*'Hot off the press: read all about it!'* Though modern-day news cycles no longer rely on the printing press to spread the word about what's buzzing around town, the impact of regular and recent announcements is greater than ever before. As a private, liberal arts institution, Cal Lutheran has a captive audience of internal and external constituents who are eager to hear the latest happenings on- and off-campus.

If you are looking to add or edit announcements that originate from the News & Features feed, this content can be updated through the Control Panel — a separate tool that is hosted outside of Modern Campus CMS. You will need access to this tool in order to make updates.

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## How to Update an Announcement

### 1. Access the Control Panel

If your role requires you to regularly update announcements on the CalLutheran.edu website, please [Contact Us](#) to request login access the [Control Panel](#).

### 2. Go to the News Menu

Once you are able to login to the Control Panel, click the **News** menu on the left side of the screen and choose the **Stories** submenu.

### 3. Add or Find an Announcement

On the **News Story Archive** page, click an existing announcement to edit it or click the link to add an announcement. as seen in the example below.

### 4. Edit the Announcement

On the **Edit Story** page, complete the fields for **Headline**, **Sub-Headline**, **Byline**, **Summary**, **Story Categories**, **Image**, **Image Title**, **Image Caption**, and **Image Credits**, as seen in the example below.

### 5. Update the Announcement

When you are finished completing fields, click the  button or  button. The announcement will be instantly updated on the CalLutheran.edu website for any areas powered by the News & Features feed.

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