# **Announcements**

Last Modified on 09/02/2022 9:05 am PDT

'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 Omni CMS. You will need access to this tool in order to make updates.

# **How to Update an Announcement**

#### 1. Access the Control Panel

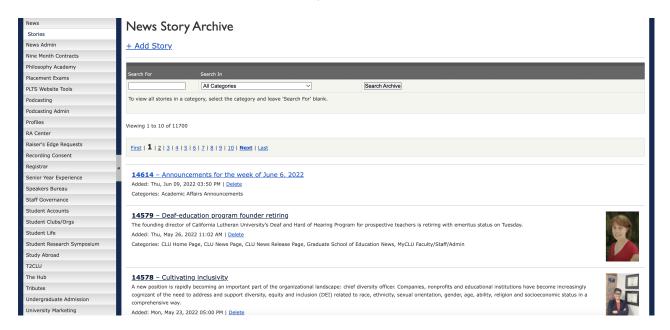
If your role requires you to regularly update announcements on the CalLutheran.edu website, please Contact Us to request login access the Control Panel.

#### 2. Go to the News Menu

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

### 3. Add or Find an Announcement

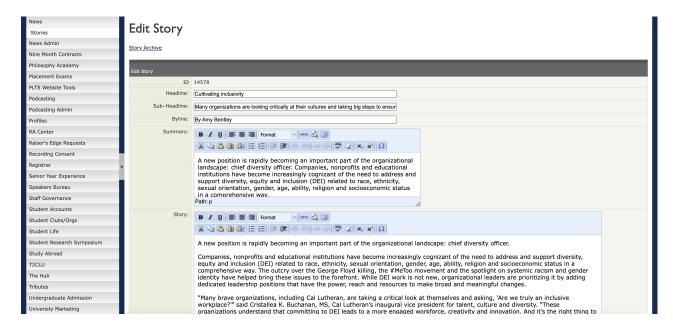
On the page, click an existing announcement to edit it or click the + Add Story link to add an announcement. as seen in the example below.



### 4. Edit the Announcement

On the page, complete the fields for , , , , , , , , , ,

below.



## 5. Update the Announcement



announcement will be instantly updated on the CalLutheran.edu website for any areas powered by the News & Features feed.

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