

# 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 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 [News](#) menu on the left side of the screen and choose the [Announcements](#) submenu.

### 3. Add or Find an Announcement

On the [News Story Archive](#) page, click an existing announcement to edit it or click the [+ Add Story](#) link to add an announcement. as seen in the example below.

The screenshot shows the 'News Story Archive' interface. On the left is a vertical navigation menu with items like 'News', 'Stories', 'News Admin', etc. The main area has a search bar with 'Search For' and 'Search In' fields, and a 'Search Archive' button. Below the search bar, it says 'Viewing 1 to 10 of 11700'. A list of announcements follows, each with a title, a brief description, and a 'Delete' link. The first announcement is '14614 - Announcements for the week of June 6, 2022' and the second is '14579 - Deaf-education program founder retiring'.

### 4. Edit the Announcement

On the [News Story Archive](#) page, complete the fields for

below.

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, as seen in the example

The screenshot shows the 'Edit Story' interface. On the left is a sidebar with a navigation menu containing items like 'News', 'Stories', 'News Admin', 'Nine Month Contracts', 'Philosophy Academy', 'Placement Exams', 'PLTS Website Tools', 'Podcasting', 'Podcasting Admin', 'Profiles', 'RA Center', 'Raiser's Edge Requests', 'Recording Consent', 'Registrar', 'Senior Year Experience', 'Speakers Bureau', 'Staff Governance', 'Student Accounts', 'Student Clubs/Orgs', 'Student Life', 'Student Research Symposium', 'Study Abroad', 'T2CLU', 'The Hub', 'Tributes', 'Undergraduate Admission', and 'University Marketing'. The main area is titled 'Edit Story' and includes a 'Story Archive' link. Below this are fields for 'ID' (14578), 'Headline' ('Cultivating inclusivity'), 'Sub-Headline' ('Many organizations are looking critically at their cultures and taking big steps to ensur'), and 'Byline' ('By Amy Bentley'). There are two rich text editors: 'Summary' and 'Story'. Both editors have a toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and undo. The 'Summary' text reads: 'A new position is rapidly becoming an important part of the organizational landscape: chief diversity officer. Companies, nonprofits and educational institutions have become increasingly cognizant of the need to address and support diversity, equity and inclusion (DEI) related to race, ethnicity, sexual orientation, gender, age, ability, religion and socioeconomic status in a comprehensive way. Path: p'. The 'Story' text reads: 'A new position is rapidly becoming an important part of the organizational landscape: chief diversity officer. Companies, nonprofits and educational institutions have become increasingly cognizant of the need to address and support diversity, equity and inclusion (DEI) related to race, ethnicity, sexual orientation, gender, age, ability, religion and socioeconomic status in a comprehensive way. The outcry over the George Floyd killing, the #MeToo movement and the spotlight on systemic racism and gender identity have helped bring these issues to the forefront. While DEI work is not new, organizational leaders are prioritizing it by adding dedicated leadership positions that have the power, reach and resources to make broad and meaningful changes. "Many brave organizations, including Cal Lutheran, are taking a critical look at themselves and asking, "Are we truly an inclusive workplace?" said Cristallea K. Buchanan, MS, Cal Lutheran's inaugural vice president for talent, culture and diversity. "These organizations understand that committing to DEI leads to a more enqaqed workforce, creativity and innovation. And it's the right thing to

## 5. Update the Announcement

When you are finished completing fields, click the **Add** button or **Update** 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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