U KNIGHT INTERACTIVE
Steps for Success

LINK A HOME PAGE HEADLINE TO A NEWS AND ANNOUNCEMENT ARTICLE

1. Create a News and Announcement Article in your Admin Center.
2. Click: **ADD THIS ARTICLE**
3. Go Back to your Admin Center Home Page.
4. Scroll down and click the button for your Home Page Headlines: **UPDATE THE ANNOUNCEMENT**
5. Create Your Headline. For Example:

    "Click Here for Information on our Golf Tournament"

    "Click Here to Pay your Dues"

    "Click Here to Read About Something or Another"
6. If you would like, Copy and Paste a photo or a graphic from your Photo Gallery.

    (Just create a special "Don't Show" gallery for photos and graphics to post on your site!)
7. Click: **UPDATE THE COUNCIL ANNOUNCEMENT AREA**
8. Click: **POST the updated Council Announcement on the page and Close this Window**
9. Go Back to your News and Announcement Admin Page.
10. Scroll Down to the Article you want to Link to.
11. Highlight the entire Link to the right of **Link to this Article -->** and Copy it.
12. Go Back to your Home Page.
13. Scroll down and click the button for your Home Page Headlines. **UPDATE THE ANNOUNCEMENT**
14. Highlight the Headline and/or Photo to Link to the Article.
15. Click the Live Link Icon on top of the Announcement Box.

16. Paste the Link to the Article here and Click OK.

    Insert link

    | Text to display | Click Here for Information on our Golf Tournament |
    | Url | |
    | Target | NONE |

    OK   CANCEL

17. Click: **UPDATE THE COUNCIL ANNOUNCEMENT AREA**
18. Click: **POST the updated Council Announcement on the page and Close this Window**
19. Finished!