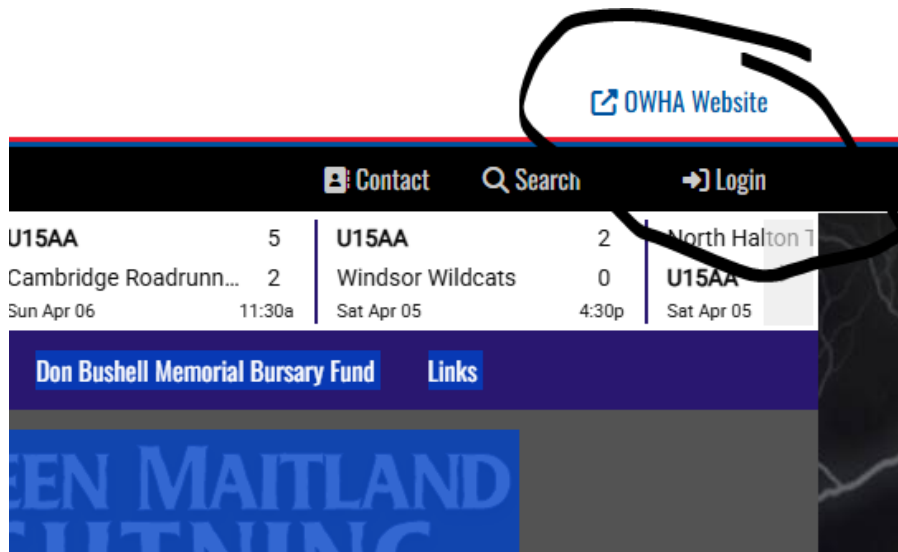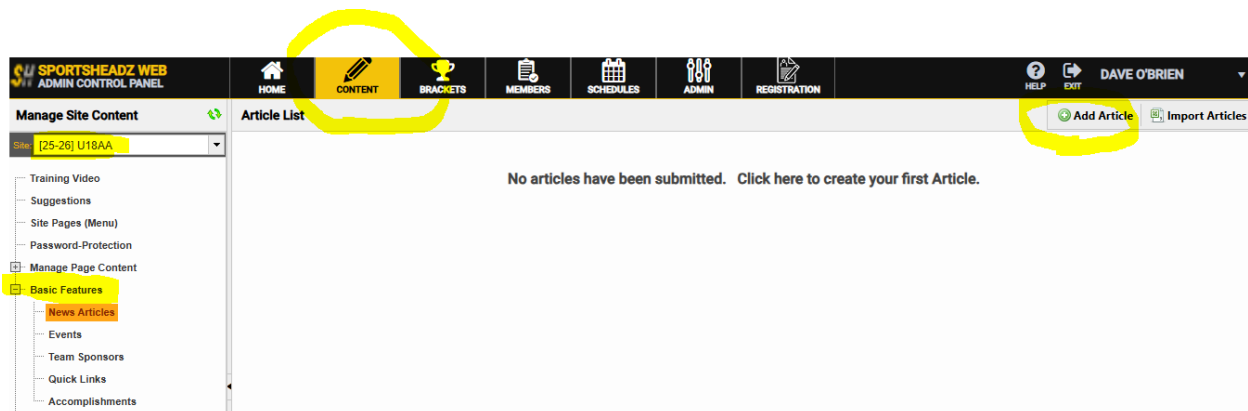# How to post an article to your TEAM Home Page

- Login to the SML Website using the username and password provided by the webmaster:
- After you Login your name will appear in the top right corner select the drop down menu and navigate to "Control Panel" selection.

- Go to the "Content" area of your webpage (Located at the top of the page) . Ensure your team Name is visible under the Manage Site Content dropdown menu.
- Navigate to Basic Feature and select News Articles. Note that if during tryouts identify the correct season for the team (eg : the below screen shot shows the U18AA for the 25-26 Season).
- Click On Add Article

- Fill in the Article Title (eg: U18AA Tryout Update #1)
- Type the first Paragraph
- Select the rest of article tab and type the remaining information
- You can input a visible until date, if you leave this blank the article will stay on the web page until it is removed.
- Once complete select the submit button and the article should appear on the webpage.

News Article   ✕

| Title, Date, & First Paragraph | Rest Of The Article |

Article Title   Author   Contact   Submit Date

[   ]   dobrien   daveandheather@bmts.com   Tue Apr 15, 25

First Paragraph: (appears on the home page; about 500 characters recommended)   🖼 Photo   ✖ Clear

[toolbar: ↶ ↷ 🔍 ✏ | ✂ 📋 📋 📋 | B I U abc | A ▾ ◇ ▾ | 🌐 🌐]

SAUGEEN
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✏ Design   <> HTML   🔍 Preview   **Visible Until**

Words: 0 Characters: 0   [   ]

┌─ Notes ───┐
│ • Whenever possible, try to use the first paragraph as an introduction to the rest of the article. │
│ • The first paragraph can include text & links, but cannot include images or other media. │
│ • The rest of the article can include any HTML content, including images, media, flash, or silverlight, in addition to text & links. │
│ • We recommend that you use the editors on this form to format (ie bold, underline, etc) the article since copying from a program like Microsoft Word© could cause issues with formatting. │
│ • You can change the image used for this article by clicking the Image Manager icon. You can also change the default image used for article photos elsewhere in the Control Panel. │
└───┘

                                                                    ✔ Insert   ✖ Cancel

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