

## 11 Editing the Breaking News Box

Editing the Breaking News is actually pretty simple. These instructions appear long and complicated. Print these out so that you have something to refer to if you have a problem.

Recently CMC members were informed, in the e-News and Let's Go, that hike cancellations will be announced in the Breaking News on CMC's Website. Previously, only a few people have edited the Breaking News. Our new website has a simple editing interface that allows anyone with basic skills to add and edit articles for the Breaking News. Although hike leaders can continue to inform hiking committee and website people, it will be better if everyone learns to edit the news themselves. It only takes about 5 minutes to post an article (once that you have learned).

(Notes: These instructions contain snapshots of things on our website. They are just pictures. *None of the links in these pictures work.* Open your browser, log in, and try these things yourself to see how it works. Write an article just to experiment, then delete it. You cannot break the website. These instructions look way more complicated than the task actually is. Although this may seem new and unusual, it will sink in and become easy with repetition). The [blue links](#) work.

The Breaking News appears near the upper left corner of [CMCs home page](#):

Clicking on the title for each article will take you to a page for the individual articles.

Clicking on the  [View all Breaking News](#) link will take you to [the page with all the articles](#) in detail.

Member Login 

1. Log into the member area of the website on the home page.
2. Once logged in, click on the  [Edit Breaking News](#) link in the Member Menu.
3. There will be a list of all articles include ones that may be inactive (not visible).
4. Scroll down to the article that you want to edit and click on the Edit link.
5. If you want to add a new article click on the [Add a new news article](#) button.
6. Type in a short **Name** for the article.
7. The **Publish Date** is today's date. If you want to delay publication pick a later date.
8. Pick an **Expires Date** for the article to disappear from the Breaking News. For hike cancellations this would be the date after your hike.
9. Type your breaking news text in the text box. If needed you can use the [Use the Fancy Editor](#) to access the CMS style editing buttons in the tool bar as explained in "Editing a Page" (the main CMS instructions document). Put **your name** at the end of the article so that people know who to ask, in the future.
10. Click on the [Submit News Edit](#) button.