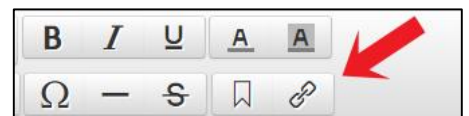




LINK A HOME PAGE HEADLINE TO A NEWS AND ANNOUNCEMENT ARTICLE

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.

A screenshot of the 'Insert link' dialog box. It has a title bar with 'Insert link' and a close button (X). The dialog contains three fields: 'Text to display' with the text 'Click Here for Information on our Golf Tournament', 'Url' with a red arrow pointing to the input field, and 'Target' with a dropdown menu set to 'NONE'. At the bottom right, there are 'OK' and 'CANCEL' buttons.

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