

Engage Guides:

Managing News Articles



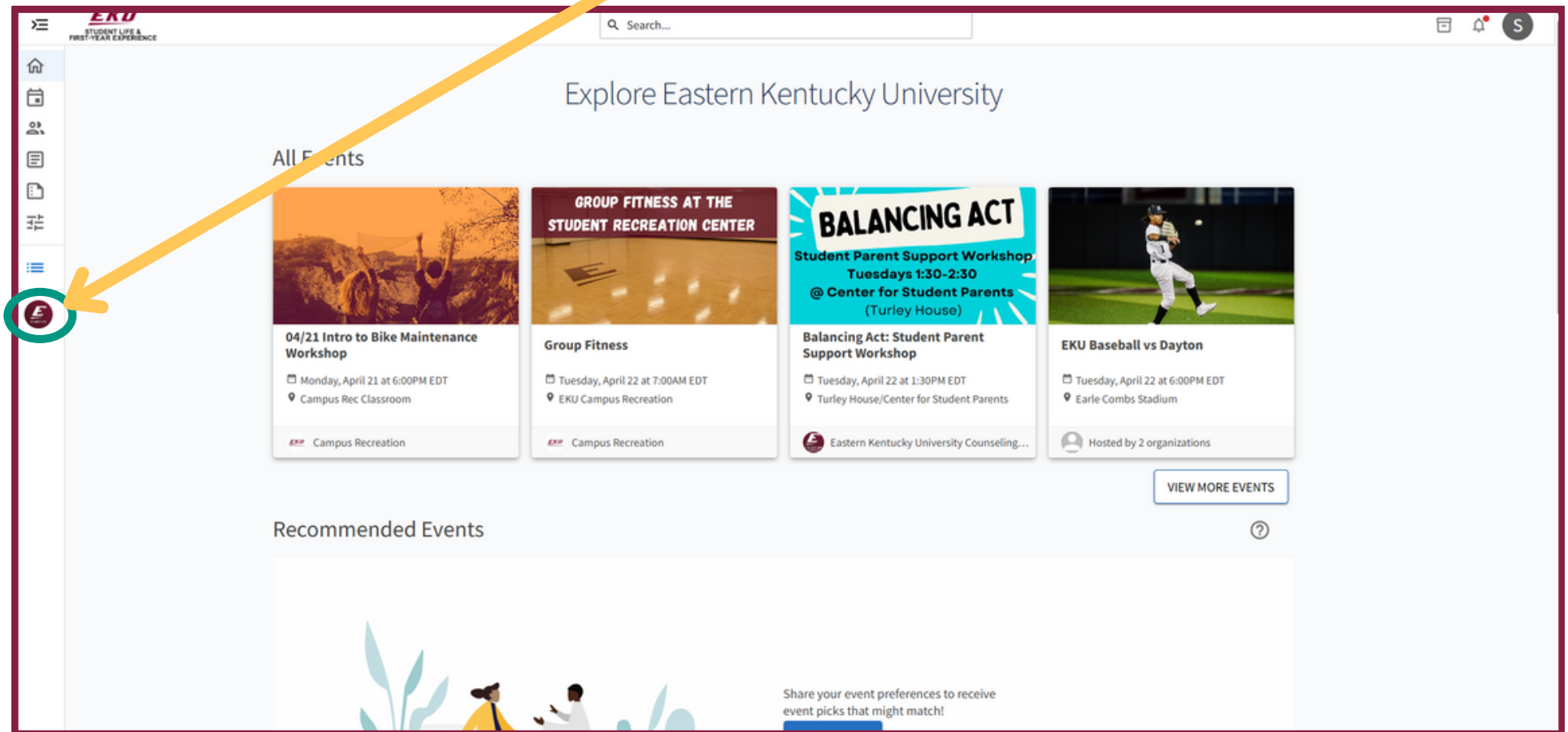
Student Life & First-Year Experience

Table of Contents:

Navigating to the Manage News Home Page	3-5
Manage News Home Page	6
Creating a News Article:	7-8
• Visibility Settings	8
Individual Article's Management Page	9

Step 1:

Find the organization you wish to manage from the left-side menu on your screen.



Step 2:

Click your org's icon to open the management tab for your organization.

The screenshot shows the EKU Student Life & First-Year Experience website. The left sidebar contains a navigation menu with icons for Home, Calendar, People, Documents, Lists, and a circled 'E' icon labeled 'Manage Home'. Below this is a section for 'ORGANIZATION TOOLS' with links to About, Roster, Events, News, Gallery, Documents, Forms, and Elections. The main content area is titled 'Explore Eastern Kentucky University' and features 'All Events'. Four event cards are displayed:

- 04/21 Intro to Bike Maintenance Workshop**
Monday, April 21 at 6:00PM EDT
Campus Rec Classroom
Campus Recreation
- GROUP FITNESS AT THE STUDENT RECREATION CENTER**
Group Fitness
Tuesday, April 22 at 7:00AM EDT
EKU Campus Recreation
Campus Recreation
- BALANCING ACT**
Student Parent Support Workshop
Tuesdays 1:30-2:30
Center for Student Parents (Turley House)
Tuesday, April 22 at 1:30PM EDT
Turley House/Center for Student Parents
Eastern Kentucky University Counseling...
- EKU Baseball vs Dayton**
Tuesday, April 22 at 6:00PM EDT
Earle Combs Stadium
Hosted by 2 organizations

A 'VIEW MORE EVENTS' button is located below the event cards. The 'Recommended Events' section at the bottom features a placeholder image and a prompt: 'Share your event preferences to receive event picks that might match!'.

Step 3:

Click the “News” button in the management tab.

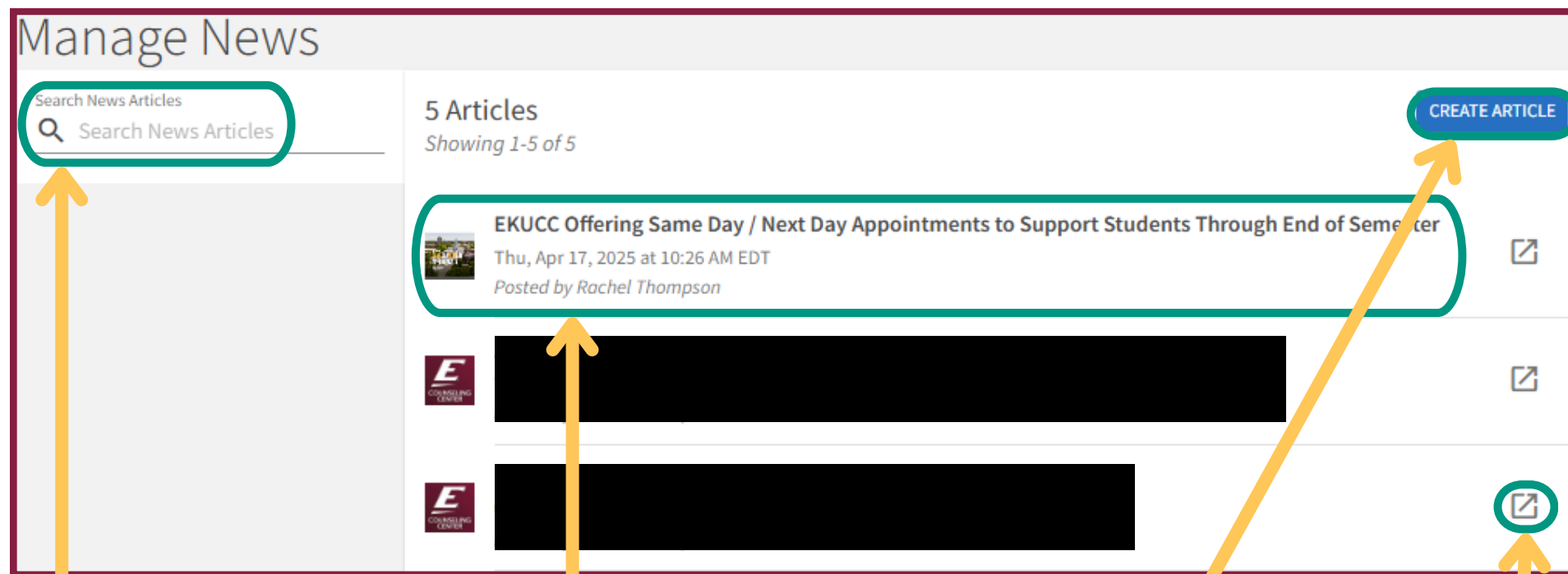
The screenshot displays the EKU Student Life & First-Year Experience website. On the left, a sidebar contains a 'Manage Home' dropdown menu. An orange arrow points to the 'News' option, which is circled in green. The main content area is titled 'Explore Eastern Kentucky University'. Below this, there is a section for 'All Events' featuring four event cards:

- 04/21 Intro to Bike Maintenance Workshop**
Monday, April 21 at 6:00PM EDT
Campus Rec Classroom
Campus Recreation
- GROUP FITNESS AT THE STUDENT RECREATION CENTER**
Group Fitness
Tuesday, April 22 at 7:00AM EDT
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Eastern Kentucky University Counseling...
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Earle Combs Stadium
Hosted by 2 organizations

A 'VIEW MORE EVENTS' button is located below the event cards. Below the 'All Events' section is a 'Recommended Events' section, which currently shows a placeholder image and a prompt: 'Share your event preferences to receive event picks that might match!'.

Manage News Home Page:

This is where all of your organization's news articles will be displayed and can be managed.



Find your organization's news articles by using the search function.

Clicking an existing article opens the Individual Article's Management Page.

Clicking the "Create Article" button allows you to write a new article for your organization.

Clicking the "pop-out box" next to an existing article will open its public listing.

Creating a News Article:

Here you will enter the information you would like included in your organization's news article.

The "Title" is the name of your article.

The "Summary" section serves as the preview of your article.

Click here to upload an image for your article.

Add your article's text in the "Body" section. Customize the format for your article's text using the menu bar.

For added accessibility, add text to describe the article's image.

Engage will automatically send members on your org's roster a notification when the article is posted by selecting the "Notify Members" box.

This is the public facing view of a news article with the "Title" & "Summary" sections highlighted.

Create News Article

Title *
Article Title*
(Full title will be visible on the article, but news cards will be shortened to first 55 characters)

Summary *
Article Summary*
(up to 250 characters)

Body *

Image Upload Tip:
Images will be cropped in different views, so for the best experience try to upload an image with the subject in the center. Text in images should be avoided for accessibility reasons.

Image Alt Text

Visibility
Public

☐ Notify all 273 members of this organization about this news article.

EKUCC Offering Same Day / Next Day Appointments to Supp...
Thursday, April 17, 2025
Posted by Rachel Thompson for Eastern Kentucky University Counseling Center

EKUCC is transitioning to "Same Day /Next Day" Appointments for the last 4 weeks of the Spring 2025 semester. This appointment type will replace our regularly pre-scheduled appointments to allow for more flexible scheduling.

Creating a News Article - Visibility Settings:

This section allows you to set the permissions for who can view your article.

Visibility

☒ Public ← Selecting “Public” allows anyone to view the article.

☐ Institution ← This setting does not work properly, do not use.

☐ Organization ← The “Organization” function only allows members on your org’s roster to view the article.

☐ Private

Visibility

Visibility
Private ▼

ONLY VISIBLE TO THE FOLLOWING POSITIONS...

POSITIONS THAT ALWAYS HAVE ACCESS...

- ☐ Associate Director of Student Life & First-Year Experience
- ☐ Campus Advisor
- ☐ Coordinator of Fraternity & Sorority Life and Student Organizations

Choosing “Private” opens a drop-down menu that let’s you choose which type of members in your organization’s roster can view the article.

Individual Article's Management Page:

This is the management page and overview for an individual news article.

EKUCC Offering Same Day / Next Day Appointments to Support Students Through End of Semester

Organization
Eastern Kentucky University Counseling Center

Author
Rachel Thompson

Post Date
Thu, Apr 17, 2025 at 10:26 AM EDT

Summary

EKUCC is transitioning to "Same Day /Next Day" Appointments for the last 4 weeks of the Spring 2025 semester. This appointment type will replace our regularly pre-scheduled appointments to allow for more flexible scheduling.

Body

As the end of the Spring 2025 semester approaches, ECU Counseling Center (EKUCC) is making changes to better support students during this busy and often stressful time.

 Beginning now and continuing through the last four weeks of the academic semester, EKUCC will be offering **Same Day / Next Day appointments only**. This shift is designed to provide students with increased flexibility and faster access to care as schedules and needs evolve leading into finals.

Article Actions

 EDIT ARTICLE

 DELETE ARTICLE



Visibility

Public

To change the existing article's information, click the "Edit Article" button.

To delete the article, click the "Delete Article" button.

Have Questions? Need More Help?

Feel free to give us a call or send us an email!

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Student Life & First-Year Experience