

Campaign news page instructions

News article / Content page instructions

The partners digital hub will have the campaign content text and images available for each campaign at <https://bp-digital-hub.ageuk.org.uk/> under Campaigns.

N.B. Please remember to copy all text into Notepad before pasting it into the CMS.

These instructions are for promoting a campaign as a news article on your website. If you have a more appropriate section/page you'd like this content to sit under, simply right-click the chosen section instead of the news section in step 1.

1. Right-click your news section (or chosen section of website) in the grey CMS page tree, click **Create new** and select **Content Page** from the list of page templates.
2. Navigate to the **Settings** tab. If you're adding this page to your News section, please ensure the following boxes are checked:
 - **Allow Google etc to catalogue this page?**
 - **Show Email This Page**
 - **Show Printable View**
 - **Show listen Buttons**
 - **Archive if showing in news listings**

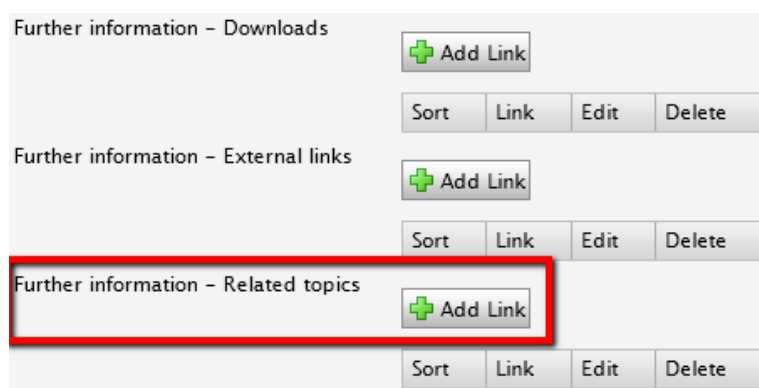
If you're adding this page to a section that's NOT your News section, please ensure the following boxes are checked:


- **Display page in menus**
 - **Show in top menu**
 - **Allow Google etc to catalogue this page?**
 - **Show Email This Page**
 - **Show Printable View**
 - **Show listen Buttons**
3. Populate the following fields under the **Information for public search engines** heading using the text supplied on the partner digital hub.
 4. Go to the **Content** tab and fill in the following fields with the information supplied on the partner digital hub:
 - **Name** – Put in the name of the campaign
 - **Show Print/Email/Sharing links**
Ignore this checkbox

- In **ContentCentreColumn** click the **HTML** button to open the HTML source editor.



- Copy the code from the news story code document (which you can download along with these instructions on the partner marketing hub) and paste it into the HTML source editor. Click **Update**.
- Expand the **ContentCentreColumn** box and work through the copy, **amending any copy marked XXX with your local area or local Age UK name**.
- Scroll down to the **Further information – Related topics** section at the bottom of the page. Click **Add Link**.



- Ensure **Page on this website** has been checked and click the  button next to the **Address:** field.
- Select your **News and campaigns** section (or whichever section you have added this page to) from the page tree and click **Select** and then **OK**.
- Click **Save and view** on the page.
- Once you are happy with the page click **Save and publish** to publish the page.

Please get in touch with partner.content@ageuk.org.uk if you would like any help making these updates to your website.