To submit a News Article:

- Click on the News tab in the black menu bar.
- Click Add New.

- Enter the article title and article content.

- If applicable, begin typing the name of the referenced faculty member(s) into the Faculty Member field. Select the name when it appears.
- If applicable, upload an image.
• Enter one sentence into the excerpt field that summarizes the news story. This will display in the list of news stories.

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. Learn more about manual excerpts.

• Click Submit for Review.