

How to Submit News Items

1. First click on the News header at the top of the page.



2. Near the top right corner of the screen, click on Add a News Item



3. Once on the Add a News Item screen, fill in each appropriate field. Fields marked with an asterisk require information. For example, in the General Information section, Headline, Date and Expiration Date, are required fields. When choosing a date, click on the date field and a calendar will appear. Choose the month by clicking the arrows in the top right and left corners of the calendar. Choose the date by clicking on the appropriate day.

News

print friendly | Add a news item | RSS

Fields with an asterisk (*) are required.

General Information																																											
*Headline	<input type="text"/>																																										
*Date	<input type="text" value="23 Nov 2011"/>																																										
*Expiration Date	<input type="text"/>																																										
Article Body	<div><div><div>« November 2011 »</div><table><tr><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th></tr><tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td></tr></table></div><div><div></div></div></div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4
Mon	Tue	Wed	Thu	Fri	Sat	Sun																																					
31	1	2	3	4	5	6																																					
7	8	9	10	11	12	13																																					
14	15	16	17	18	19	20																																					
21	22	23	24	25	26	27																																					
28	29	30	1	2	3	4																																					
OR if Link, URL	<input type="text"/>																																										

4. Fill in the Author Information. The Authoring Organization is required.

Author Information	
*Authoring Organization	<input type="text"/>
Author First Name	<input type="text"/>
Author Last Name	<input type="text"/>

5. Finally, please provide your email and fill in the numbers that appear to the right of the Verification section. Once you have checked through your information please click the Submit button.

Submitter Information

*Your Email ...	<input type="text"/>
*Verification ...	<input type="text"/> 9 9 9 ⁷
<i>Please enter the number displayed in the image.</i>	

[Cancel](#)

Submit

Once submitted, the administrators will check the event for approval.
If you have any questions please contact SoCal@One-Justice.org