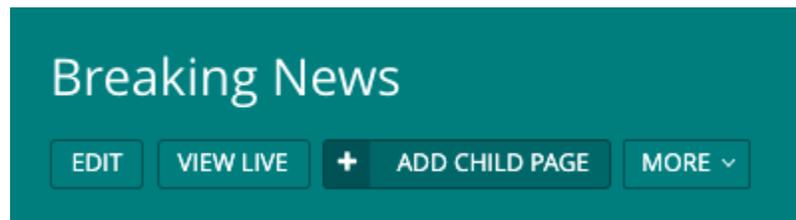VoyagerNetz Explore for Chambers Procedure
How to Add a News Feature (Blog/Link)

*Within the Breaking News Section of wagtail, you will find subsections which are **Collection section pages** and then within those, further subsections called **Collection topic pages**. Within the Collection topic pages, are the actual pages/blog/links themselves that convey information. The larger sections are the topics that you will organize your blog through. It is our suggestion that you start by creating the infrastructure that you would like and then you can fill in the content as it arises.*

1. **Adding New News Infrastructure and Topics**
   a. Navigate to **Breaking News** through the Home Page.
   b. Create Collection Section Pages by selecting the "Add Child Page"

   i. Under Content: Type the title that you want
   ii. Under Promote: Type the slug (URL) that you would want
   iii. Publish the Page
   c. Then by using the arrows, you can move into the collection sections, or simply click Add Child Page, beneath the section you want to add a topic, which will create a new Collection topic page.

   i. Under Content: Type the title that you want
   ii. Under Promote: Type the slug (URL) that you would want
   iii. Publish the Page

2. **Adding an External News Feature**
   This is when you want to add a news function that is not a blog, but links out externally.
   a. Navigate to the Collection Topic Page section that you would like to have the external link organized into.

b. Click "Add to Child Page"
c. Under Content: Put in Title, Publication Date, Collection Page Image (design an Image at 1000x524 px), and select as many topics as you would like this to be available in.
d. Under Promote: Add the slug (URL) and Page Title you would like included.
e. Under Settings: In the *External link to redirect to:* put the link that you would like to send this page automatically to, or choose the page within the website you would like to redirect to under *Redirect to Page.*
f. Publish Page

3. **Adding a Blog News Feature**

This is when you want to create original content to share

a. Navigate to the Collection Topic Page section that you would like to have the external link organized into.
b. Click "Add to Child Page"
c. Under Promote: Add the slug (URL) and Page Title you would like included.
d. Under Content:
    i.   Put in Title: This will display on the page itself
    ii. Publication Date: This is strictly the display date, and will organize the order of which this submission will show up in the feeds
    iii. Collection Page Image: Design an Image at 1000x524 px
    iv. Topics: Use the Add Topic Button to select as many topics as you would like this blog to be grouped in.
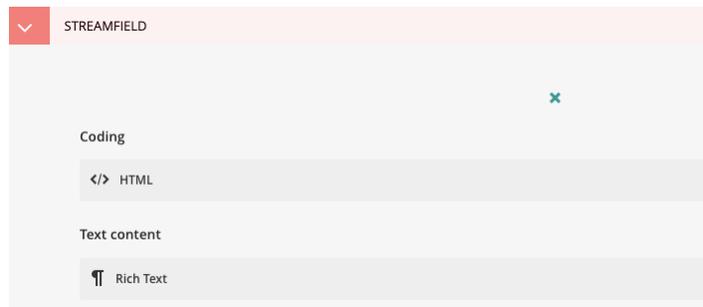
Topic topicpage:
*

ADD TOPIC

    v.   Author: Select from your existing list of people. This opens the door to have content from your members as well, that will drive traffic to the website.

vi.   Streamfield: This is the actual content of the Blog. You will largely use the **Rich Text** block to add text, images, links, and videos as you do normally. Use the HTML block for any more complex additions through coding.

e.   Publish Page: As soon as it is published, this will automatically be posted in all topic based locations/stream, and the News Section.

You can see examples of these pages at: https://voyagernetz.com/experiencenetz/