

News

The News module lives under the website tab within Showtime. Similar to Events, the News database is where all past and upcoming News articles are created and managed. This module functions very similarly to events, so if you've mastered creating and managing events, this should look very familiar to you!

Once in the news section, you can use the search bar to search for specific articles, or filter by promotion type. News articles can be toggled on and off or deleted. To edit a news article, select the pencil icon, and to preview an article prior to publishing, select the "preview" button.

Summary Tab

To create a new article, click "add news."

The initial summary tab is where the following information will be entered:

- **Title:** The title of the article;
- **Tagline:** An optional tagline. This will display below the title on the News Detail Page;
- **Teaser:** A teaser, which displays on the News Listing Page;
- **Attachments:** Any optional attachments, which adds a corresponding link to the attachment on the News Detail Page; and
- **Description:** The description, which is the body of the news article.

Media

The next tab is the media tab, where you can include any desired images. The main news image will display at the top of the page, and the thumbnail will display in all news listings, including on the News Listing Page and in the news widget. If any images or videos are included in the slideshow, they will override the main news image on the news detail page.

Promotion

The promotion tab allows you to tag news articles with appropriate promotion types if your site has multiple types of news. If not, you will only see the option to tag news articles with related events. If the news article is related to a specific event, select that event from the Related Event drop down list to bring back a call to action on the news article for site visitors to buy tickets.

Options

The last tab is the options tab.

- **Display On:** The Display On field allows you to schedule a news article to publish on the site on a particular date and time if you don't want it to be published immediately. If the article is set to a date and time in the future, the news item will not show on the site or be searchable until that date and time has passed.
- **Custom URI:** The URI of the news article is generated automatically by the news title. Use this field to override it, if desired.
- **Password** To password protect a news article, simply type in a password. The article will be password protected on the front end only.
- **Category:** Lastly, use the category field to categorize the article if desired.

The meta data fields are optional, but using them will help support your search engine optimization. Google uses keywords and descriptions to search your site effectively. The Meta Image field is available to override the default image for sharing on social media.

Be sure to save your work and then turn the article on once you're done, even if you've scheduled it to publish sometime in the future. If the article is not turned on, it will not show on the front end of the site.

Still have questions? Check out the related help desk articles provided in the Training Dashboard. For more information pertaining to your site specifics, reference the Documentation widget in Showtime, or contact the help desk to learn more.