Hello and welcome to the tutorial on adding a newsfeed and twitter feed to your website.

From your home page, click ‘site update wizard’ and then click the first option. ‘Add a brand new section’.

From the drop-down menu select ‘News’ and proceed. This is a two-step process. Give your newsfeed a title like ‘Latest News’ and add an introduction to this feed such as ‘Welcome to our newsfeed – here you will learn what goes on in the school’. Once you are happy then click next and select the menu you’d like this to show under and click ‘finish’.

Now go back to the home page and click ‘site update wizard’ then click the second option for updating existing information. Find the newsfeed you created earlier and click to update this. Once the page loads, click on the stories tab. Press ‘click here’ which will enable you to create your first news article.

First, give your news story a title such as ‘Fun Day 2021’, you can then add image to show on the summary which can be added to the front page, add an archive date if you want it to disappear after a set date or leave blank and then write more information about the story in the blank box.

Once you are happy – click ‘ Add Story’ which will add this to your newsfeed.

\*\*Show on the webs

From your home page, click ‘front page’. This will bring you to the home page of your site – next click ‘Customise’ and from the selection pick ‘Latest News With Summary’ – once you’ve done this decide whether you’d like this on the left or right using the drop down. Once you are happy – click ‘Add’. Now click ‘edit’ at the top and again edit on Latest News With Summary.

In this section you can change the title to be more relevant, select the news section you created earlier and decide the number of stories you want to show – I recommend 4 for this. Once happy – you can click ‘Apply’ which will update this on your front page.

\*\*Show on the front page once entered a few examples\*\*