

News Highlights Administration

This program makes it possible to update “News” on the NCCAR Home Page. News may be entered as a single item or broken into several small items. New items may be added in reverse chronological order at any time and old items may be edited or deleted. Please use only the “Submit News” and/or “Modify News” links. All other links are for programming purposes.

Step 1: Click on the tallest building in the NCCAR Logo on the website’s Home Page to enter the Admin page.

Step 2: Click the “News Highlights” link on the Administration page.

Step 3: Enter the User Name and Password (it should remember them automatically the next time you enter)

Step 4: Click “Submit News” to enter a new item. Give it a short “Subject” title and keep the “text” as concise as possible.

Step 5: Click “Submit” to upload the new item. If you are finished updating the News, return to the NCCAR home page to verify the changes.

Step 6: If you wish to edit or delete a news item, click “Modify News”.

Step 6a: Delete one or more news items by checking the appropriate “DEL” box(s) and clicking the “Delete Checked Items” button.

Step 6b: Edit any item by clicking the appropriate “Edit” link, make necessary changes, and click the “Submit” button.

Step 7: Return to the NCCAR Home Page to verify your changes.