

How to Add a Channel



Some steps require Site Administrator or Administrator level access.

1. Create the Channel page
 - a. In the Management bar, select "Manage" (this may already have been done for you) and then "Content".
 - b. On the "Content" page, click the "Add content" button near the top.
 - c. Select "Page" for the type of the new content.
 - d. On the "Create Page" page, fill-in the page's content. The Title, Formatted Title, and Hero Title should all be the name of your channel, with all of the Formatted Title formatted as "heading 3". Delete any text in the (first) Subtitle, and add your channel's subtitle as the "Hero Intro". The "Body" will show up on the channel's homepage as the main text under the hero image.
 - e. Near the bottom, add "Channel Landing Tag (91)" in the Tags section. This will enable the channel to appear on the Correspondences homepage.
 - f. Click "Save" to publish your article to the website. Take note of your new channel's address (most are the channel name with dashes in place of spaces).
2. Add the Channel to the menus
 - a. In the Management bar, select "Manage->Structure->Menus" page.
 - b. On the "Menus" page, click "Edit menu" for the "Main Nav" menu.
 - c. Click the "Add link" button.
 - d. On the "Add menu link" page, use the channel name for the "Menu link title" and enter the channel's name in the "Link" field, being sure to select the suggested name from the dropdown that appears. For the "Parent link" select "Channels".
 - e. Follow the same steps to add your channel to the "Footer" menu, except leave the "Parent link" as "<Footer>".
3. Verify that the channel shows up on the Correspondences homepage. You may need or want to modify the Front Page Card Grid Channels (on the "Manage->Structure->Block layout" page) to get the channels to display as you'd like.