• Log in and navigate to your region.

Myunisa > Home/Student Support & Regions> Regional centres>

- Open the announcements channel.
- You will get a list of announcements, Click **New content** on the ribbon to add a new announcemnt.

My Page	Sites 💽	Types	🚽 Fol	lders Catego	ories Tasks	Present	ation	
New Con	tent New C	hannel	Upload	9 Quick Actions	Shortcuts	Search	Site	Preview
Cre Site Tre	ate new conte	ent.	•	Announ	cements			

• Select the **Unisa announcement** content type.

My Page	Sites 🗨	Types 🖵	Folders Catego	ries Tasks	Presen	tation
New Con	itent New C	ihannel Upload	9 Quick Actions	Shortcuts	Search	Site
Conten	t Types					
U Anno	lnisa uncem	Unisa Blog	Unisa Campus Lo	Unisa Channel [D	Unisa Channel L
	Unisa Annou	ncement				

• Complete the required fields with a (*) and **SAVE** (that will prompt the folder structure)

Unisa Announcement : new Unisa Announcement							
Properties Translations	Approve	ङ Publish	🔒 Lock	💮 Start Workflow	View Item	Save	Save & Close
Content Link settings System information Page Presentation Sear	ch Engine Optimiza	tion					
Title *						,	* Required
Date Published *							

Save on the correct folder

• On the folder structure that appears, navigate to the correct folder (select your region)

Folder / myunisa / Content / Learner support & regions / Regional centre / Eastern Cape / Announcements

older Tree	Eastern Cap	be				
All Folders	Name			Language	Type	▼ Modified
ContentServer	Announcements					4/20/23 10:57:
innovate						4/20/22 40:57
🚞 MediaManagement	Docs					4/20/23 10.57.
Samples	images					4/20/23 10:57:
SocialContent						
Staff profiles				Announcer	ents	
🧮 Test permission (Wem Edito						
🧮 Test permissions (content m						
VgnExtTemplating						
🚞 VgnWebMediaManagement						
corporate_web						
🚞 intranet						
🗐 myunisa						
🖃 🚞 Content	N A Page	1 of 1 🕨 🕅 🛷				Displaying 1 - 3 o
older for the new item:						
Announcements						
- Announcements						

• Inside the region's folder, Click the announcement folder

• At the bottom it must indicate the correct selected folder and Click OK

Adding content on the page

(Use the body section of the content instance and follow the steps on how to add content from page 9 onwards)

Linking documents

- Click Link setting tab and select content instance.
- Click create and click file

Unisa Announcement : new Unisa Announcement							
Properties Translations	🕜 Approve 🛛 Publish 🔒 Lock 💮 Start W	orkflow 🔲 View Item Save Save & Close					
Content Link settings System information Page Presentation Sear	ch Engine Optimization						
Link to		* Required					
 Channel Content Instance External URL 							
Link to Content Instance							
Select Create - Content Instance							
File							

• Then follow the steps of adding a document on the main manual on **page 32 to 36** of the WEM Manual.

Assigning a category

(This will place the announcement on the homepage of the region's website)

• On the top right, Click the **Properties** tab

Creating an Announcement on Regional Websites

Unisa Announce	ment : 150 Celebra	tion training		Last Saved	at 4/20/23 4:08:32 F	PM SAST	? 🕲 🗅 🗆	X
Properties Translations	3	🖋 Unapprove	🙀 Publish	🔒 Lock 🏾 🍥 S	itart Workflow 📋	View Item	Save Save & C	lose
Overview Translations Publishing Channels Categories Auditing Versions Security Workflow Vanity URLs References								
Folder / myunisa / Conten	t / Learner support & regions /	Regional centre / Ea	astern Cape	/ Announcements				?
General	Publishing		Workflo	w	History			
Approval Approved	State	Unpublished	Status	(No workflow)	Modified	4/20/23 4:08:	32 PM SAST	
Locking Unlocked	Last Published	(not set)	Tasks	None	Modifier	vgnadminpro	d	
	Last Unpublished	(not set)			Created	4/20/23 11:48	3:18 AM SAST	
	Scheduled Publish	(not set)			Creator	martinb		
	Scheduled Unpublish	(not set)						
l								

• Click Categories tab



• Click Add Categories

Select Categories			
Category Tree	Annoucements	Your Selections	
All Categories		+ Add to Selection	1 Item - Remove All
🕀 🚞 Annoucements		Leven Two Areas	Selected:
🗉 🚞 Blogs		Language Type Modified	- 📻 EC
🗉 🚞 Events	Council	Category	
🗉 🚞 Experts	Covid19	Category	
🗄 🚞 News	🔽 🧰 EC	Category	
🖲 🚞 Notices	E Featured	Category	
🖲 🚞 UHM	Cauteng	Category	
🗉 🚞 Unisa Shop	🔲 🚞 KZN	Category	
ediary	Midlands	Category	
enotice	North Eastern Region	Category	
	🖻 🚞 SRC	Category	
	SRC Elections 21	Category	
	🔲 🚞 Western Cape	Category	
	4 4 Page 1 of 1 ▶ ▶ 😵	Displaying 1 - 11 of 1	
			OK Cancel

- Select the appropriate **Category** for your Region.
- Click add to selection and Click OK.

Workflow to submit for publishing

• Start the process of the workflow as on page 44 – 47 of WEM training Manual.

- END -