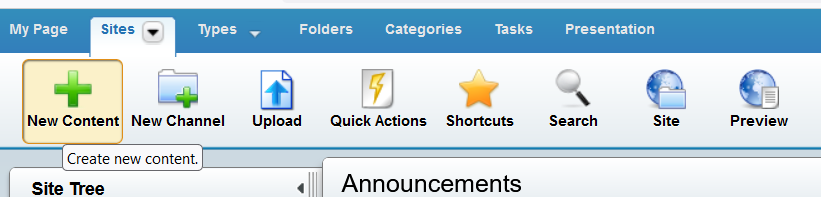
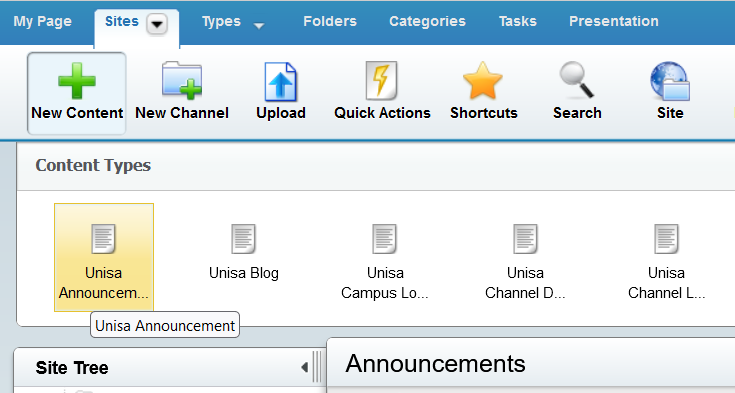
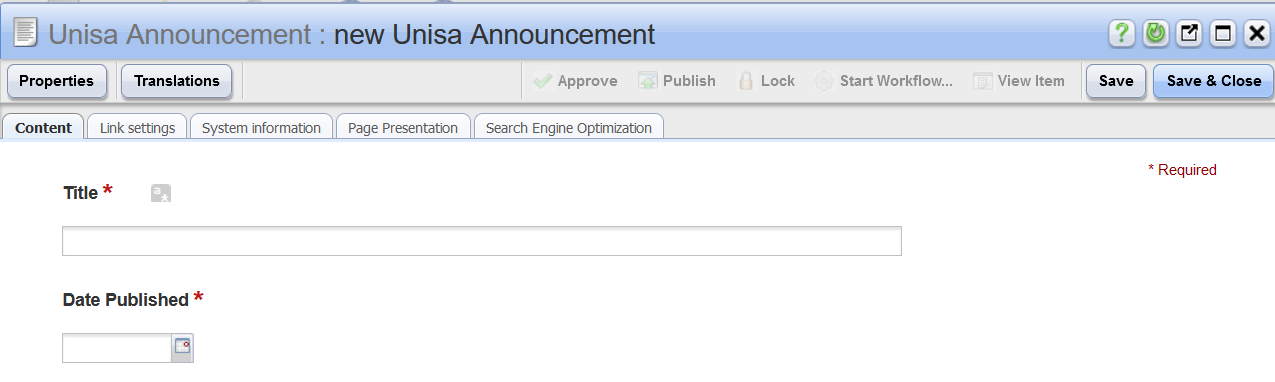
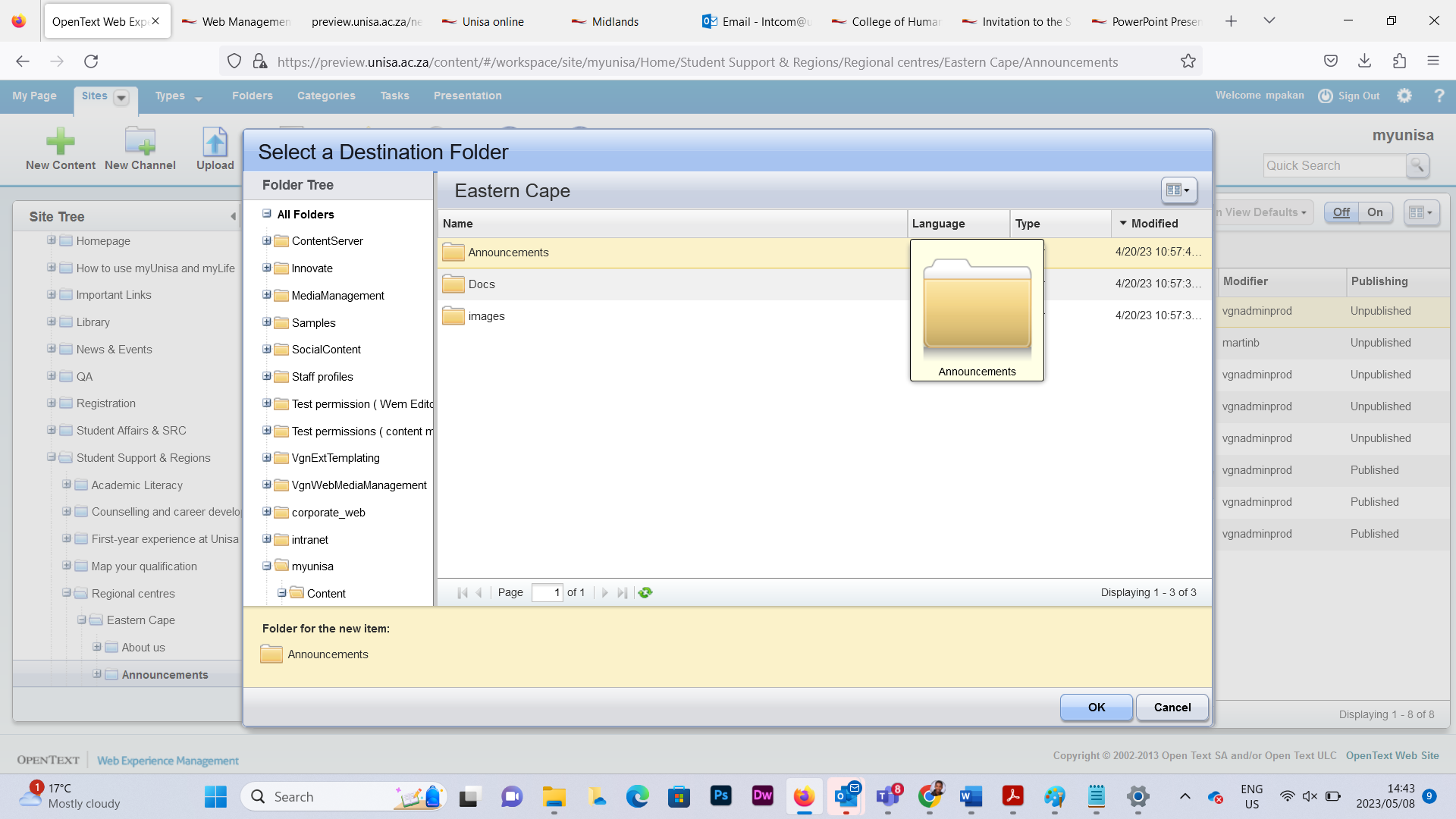
* Log in and navigate to your region.  
    
    
  **Myunisa > Home/Student Support & Regions> Regional centres>**
* Open the announcements channel.
* You will get a list of announcements, Click **New content** on the ribbon to add a new announcemnt.  
    
  
* Select the **Unisa announcement** content type.  
    
    
  
* Complete the required fields with a (\*) and **SAVE** (that will prompt the folder structure)  
    
    
  

**Save on the correct folder**

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



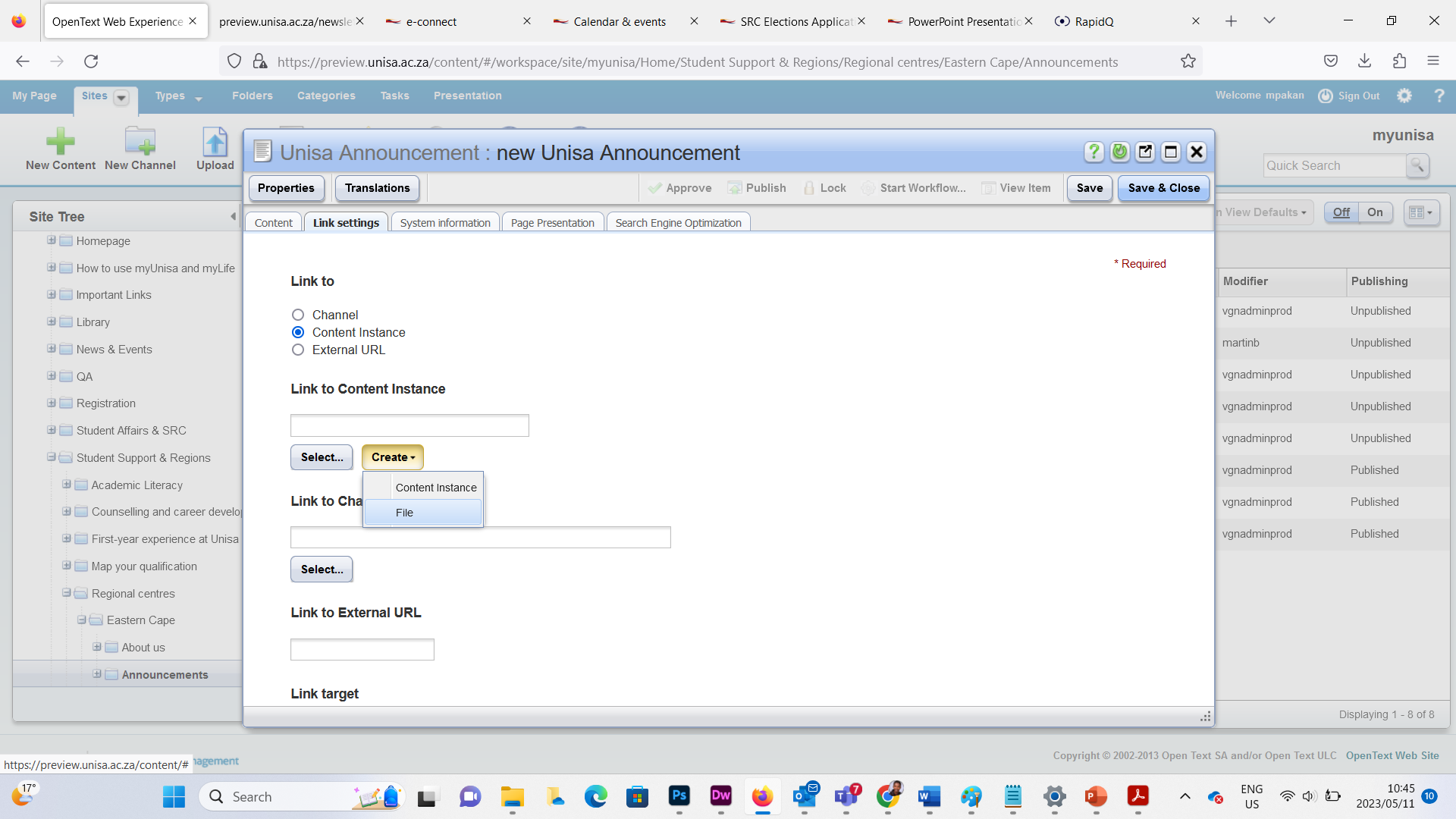
* Inside the region’s folder, Click the announcement folder  
    
  
* At the bottom it must indicate the correct selected folder and **Click OK**

**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**

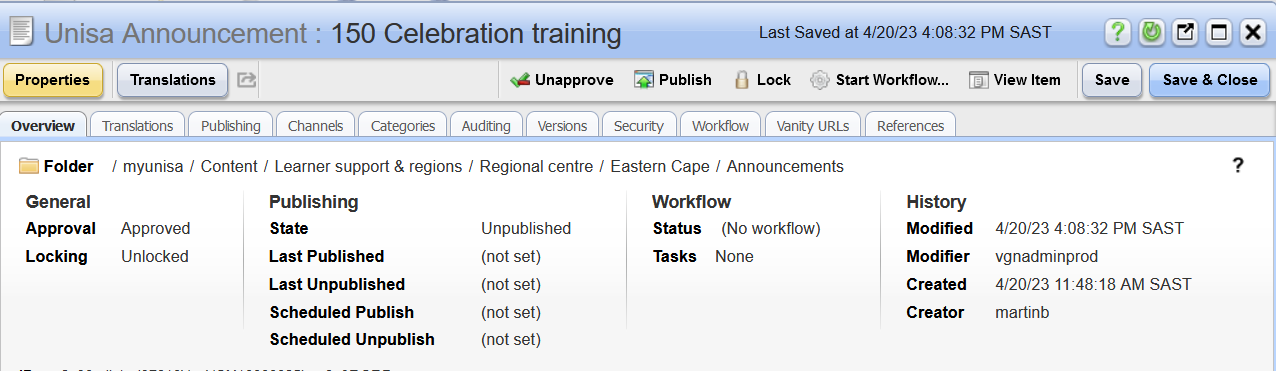
* Click Link setting tab and select content instance.
* Click create and click file



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

**Assigning a category**

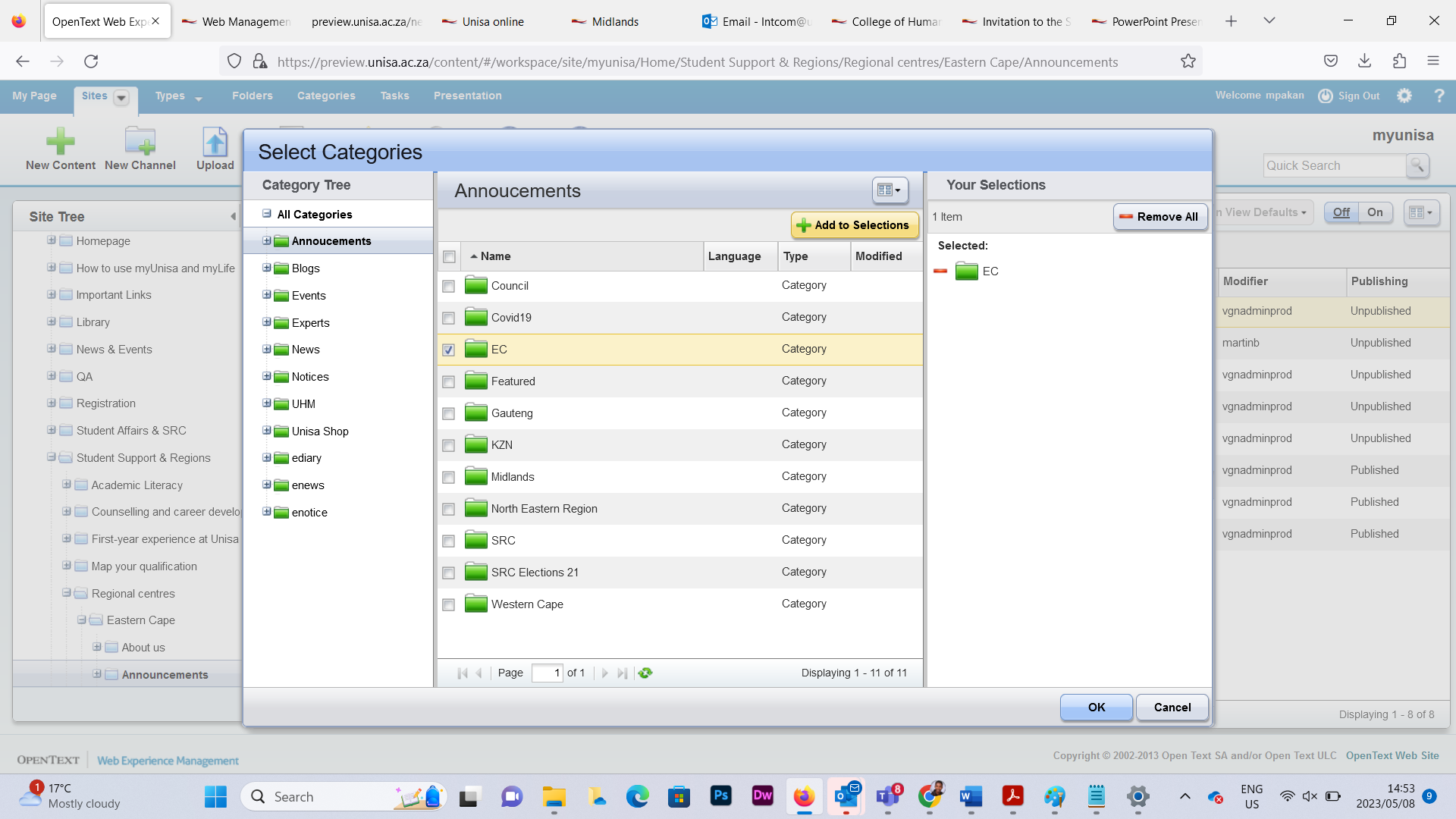
(This will place the announcement on the homepage of the region’s website)

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

Graphical user interface, text, application, email

Description automatically generated

* Click Add Categories



* 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 -