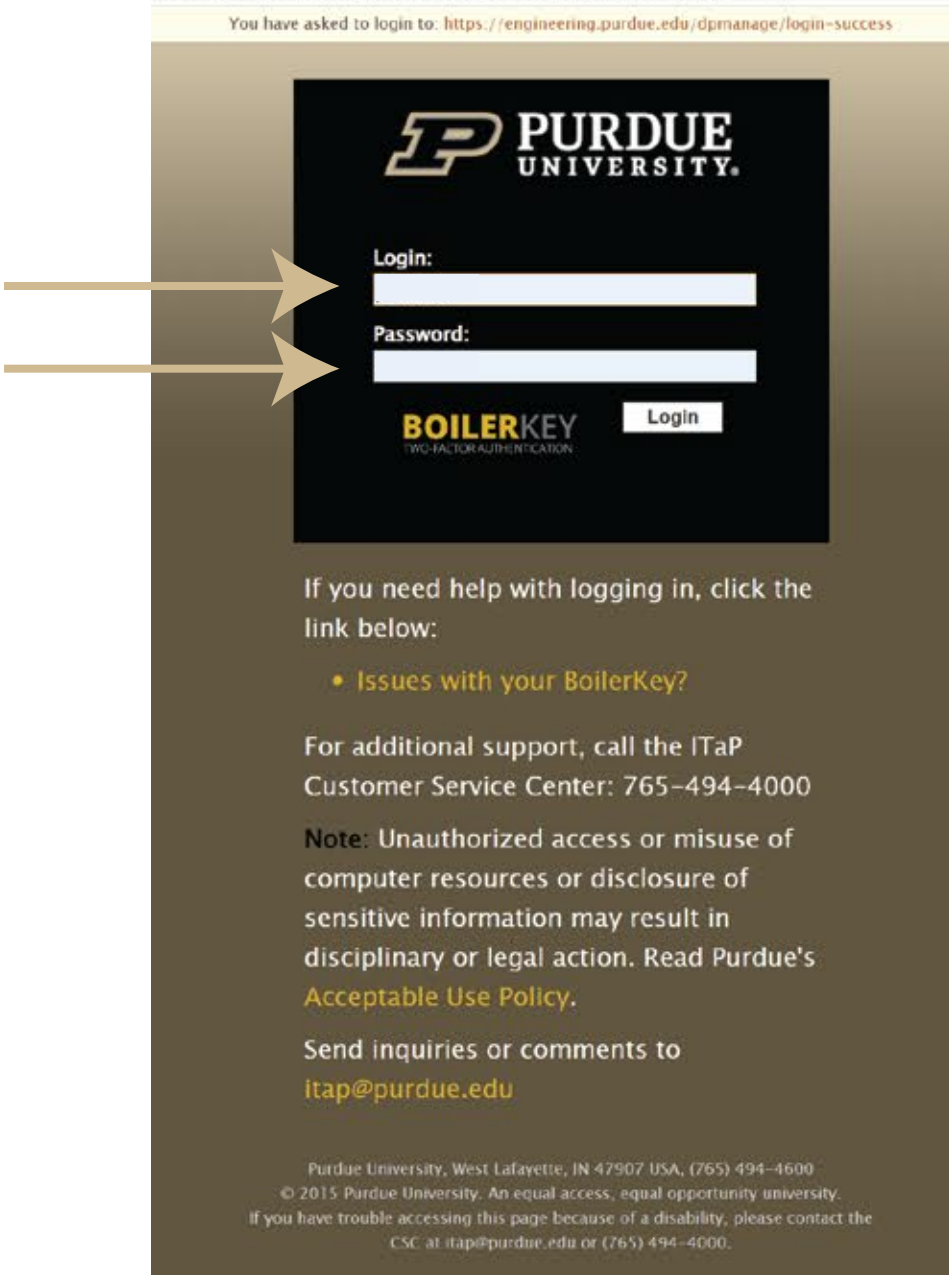
NEWS / EVENTS

Updating News and/or Events using Admin Hub

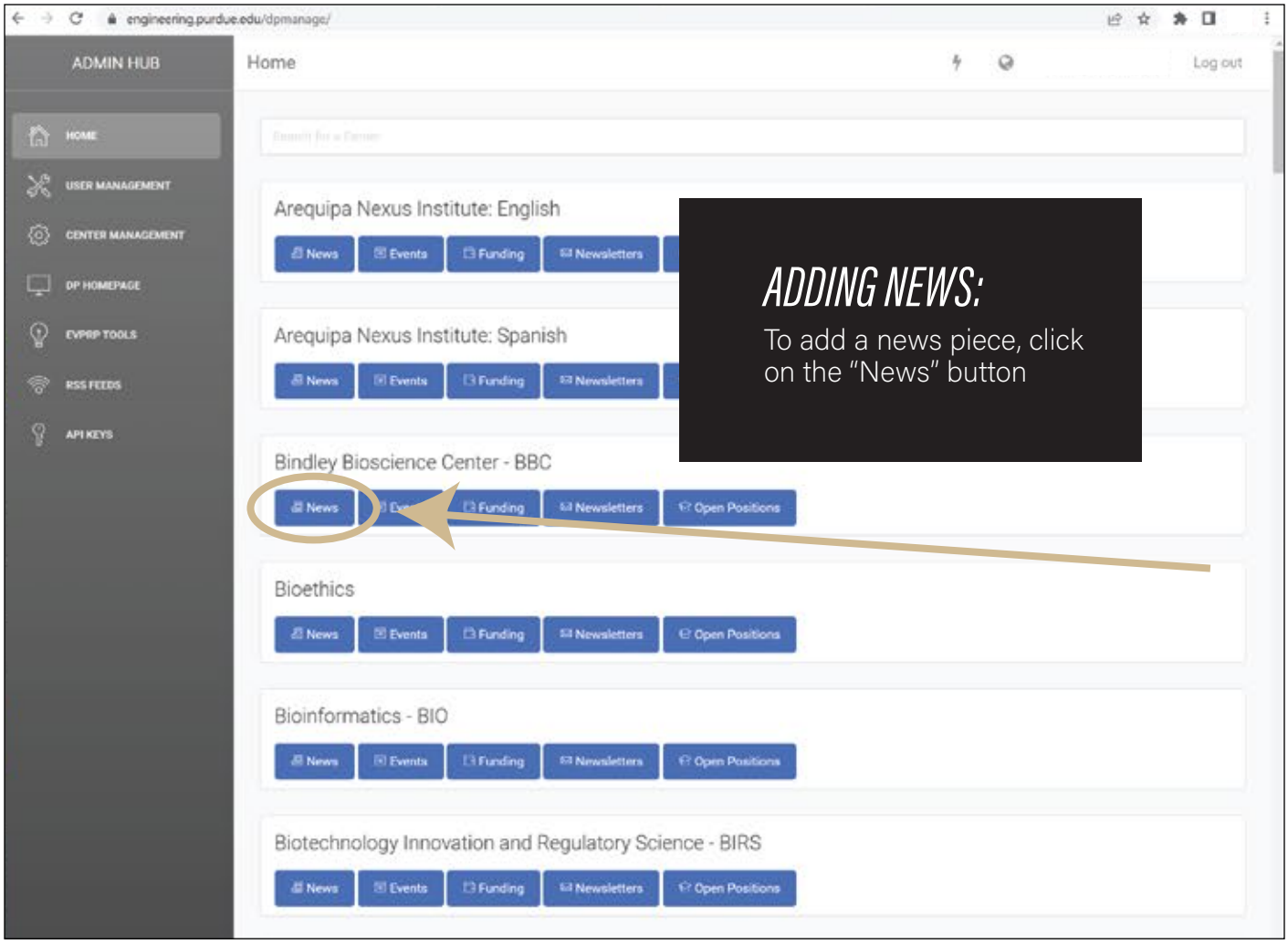
Visit:

http://engineering.purdue.edu/dpmanage
and log in using your Purdue Boiler Key Account username and password



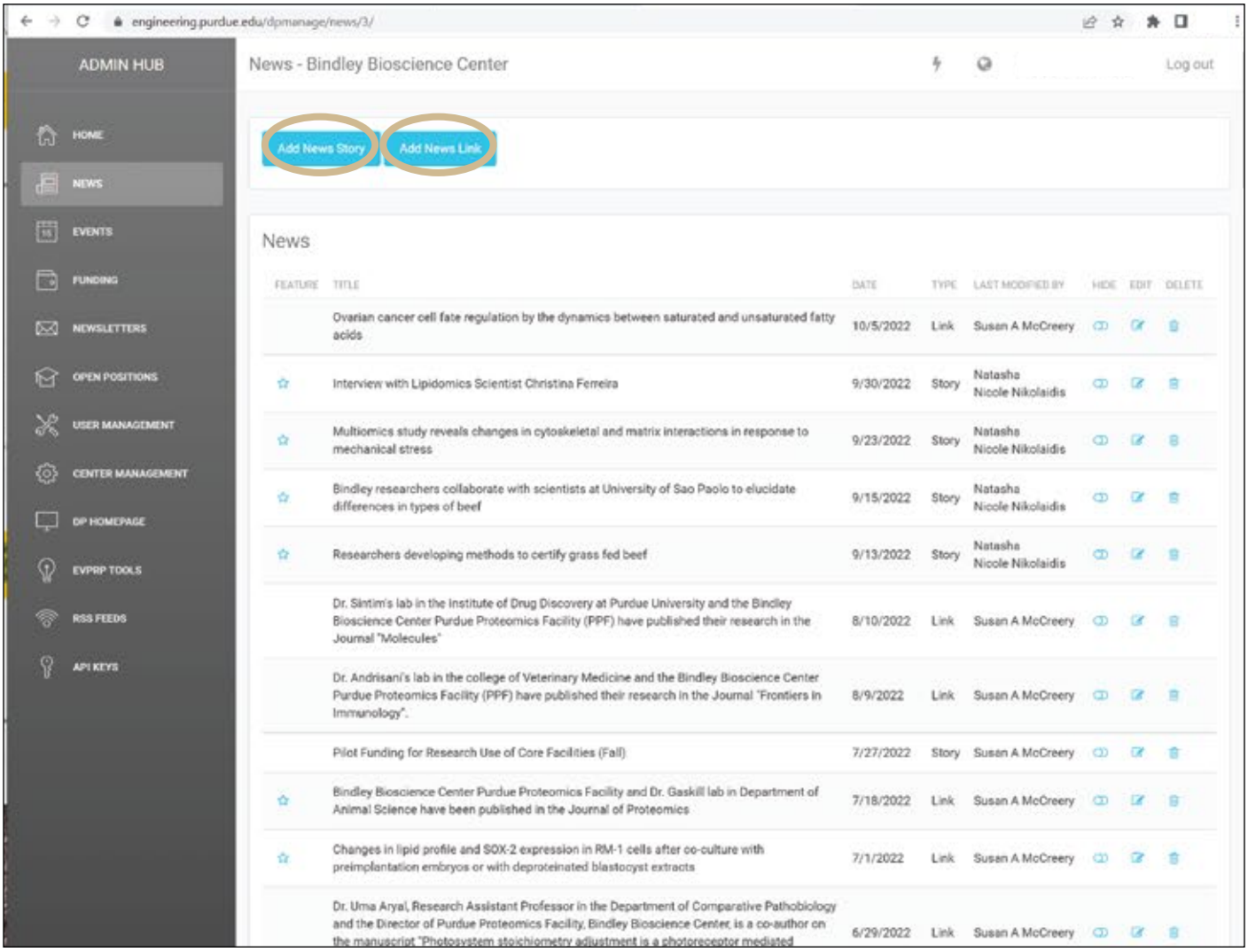
How to Add a News Piece:

Your homescreen will be unique to you- it will show all the groups you have access to. (If you need access to any other groups, please contact Drew Hallett (dhallett@purdue.edu))



Adding News:

You will see all the existing news pieces, and have the choice to add a “News Story” or “News Link”

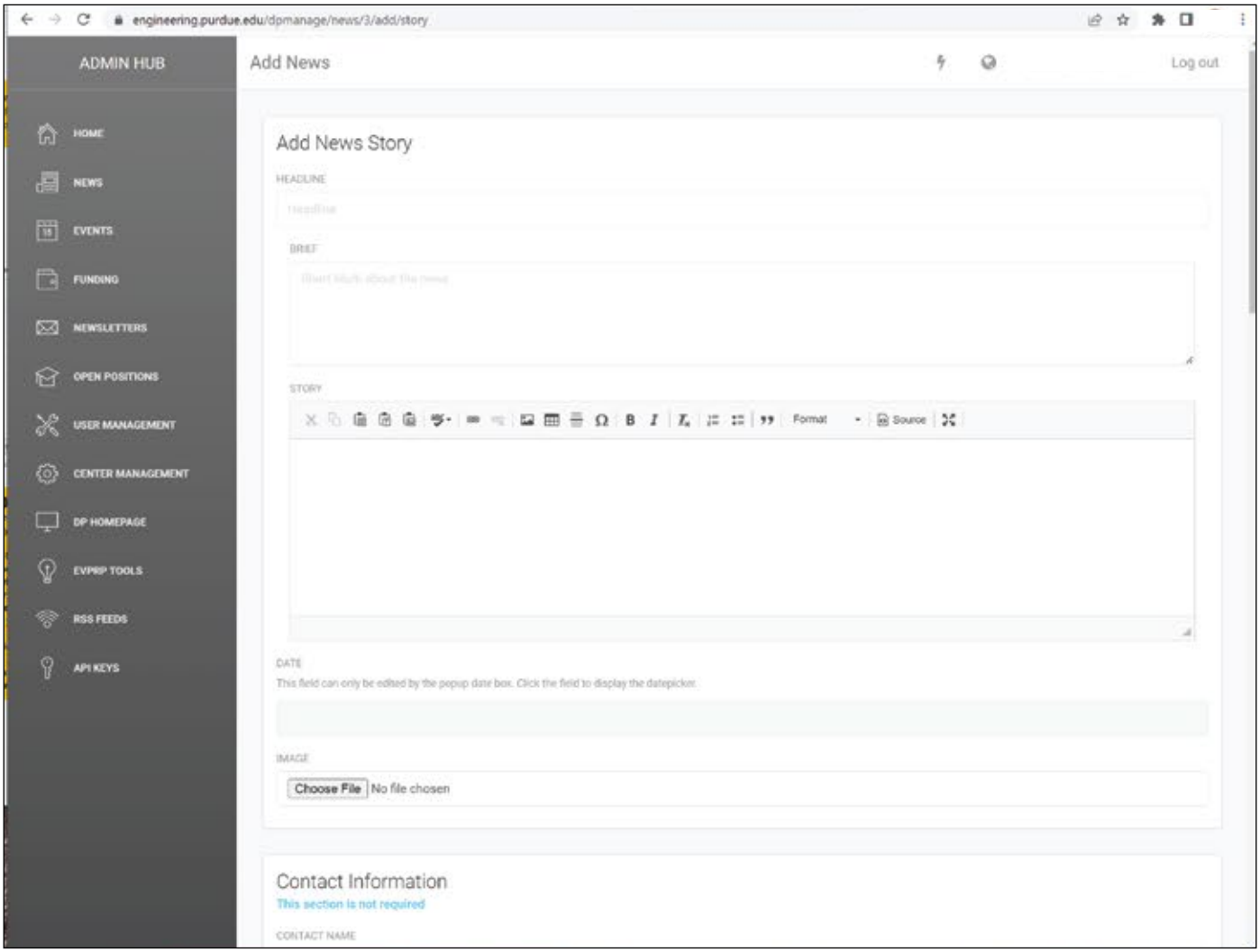


Tip:

A “News Story” is something you have that isn’t hosted anywhere. An example would be an article you wrote that you’d like to publicize. A “News Link” is something that already exists online.

An example would be a Purdue Today news release.

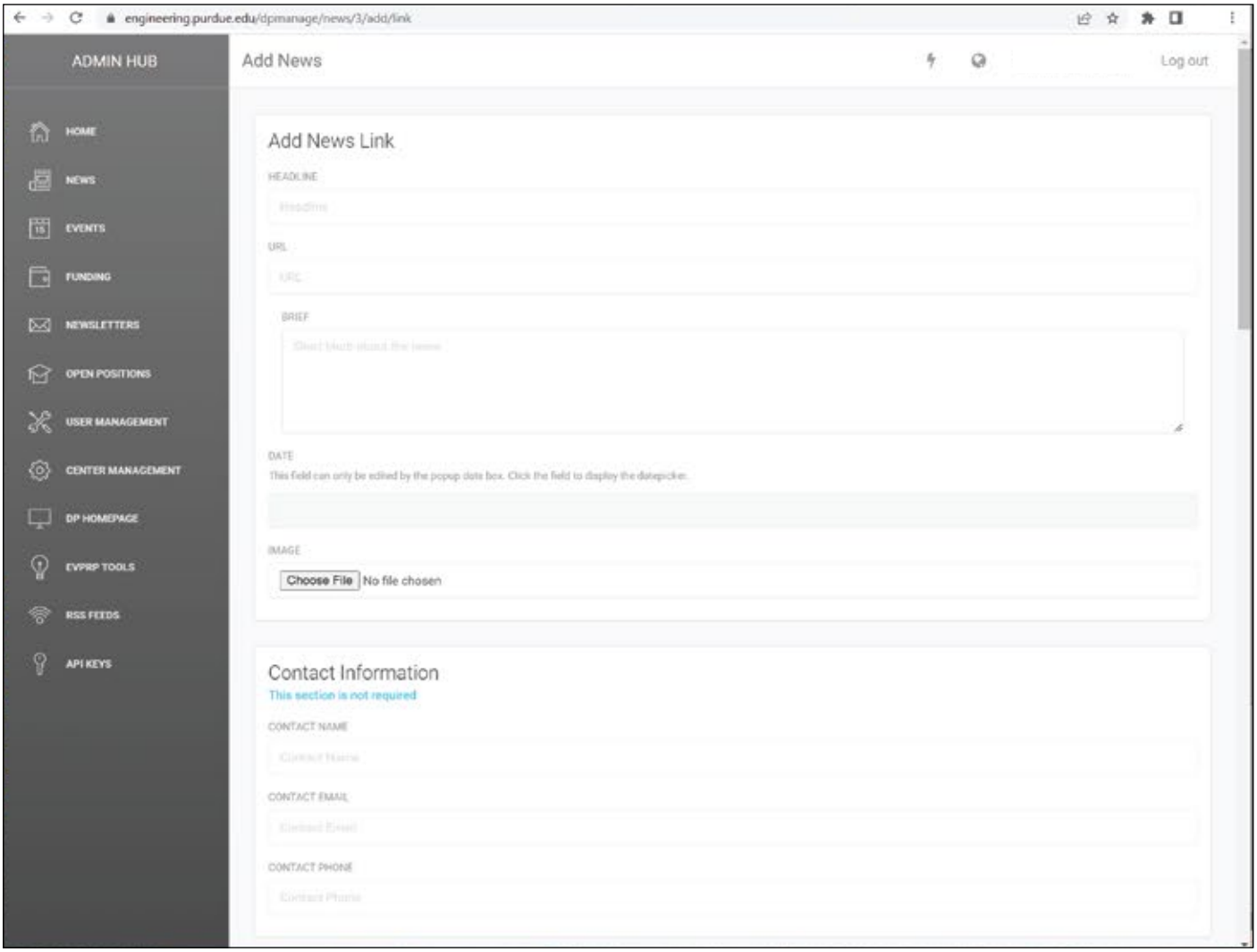
Adding News:



ADDING A NEWS STORY:

Enter the information you have for the news story.
You have to have the following:
Headline:
Brief: (usually the first paragraph of the article)
Story: (make sure you post the entire thing here)
Date: (this is the date you want the piece to go live- you can post in advance)
Optional: You can also attach an image
Finally, click on the "Save" button to post your piece

Adding News:



ADDING A NEWS LINK:

Enter the information you have for the news story.

You have to have the following:

Headline:

URL: (this is the website where your piece is published)

Brief: (usually the first paragraph of the article)

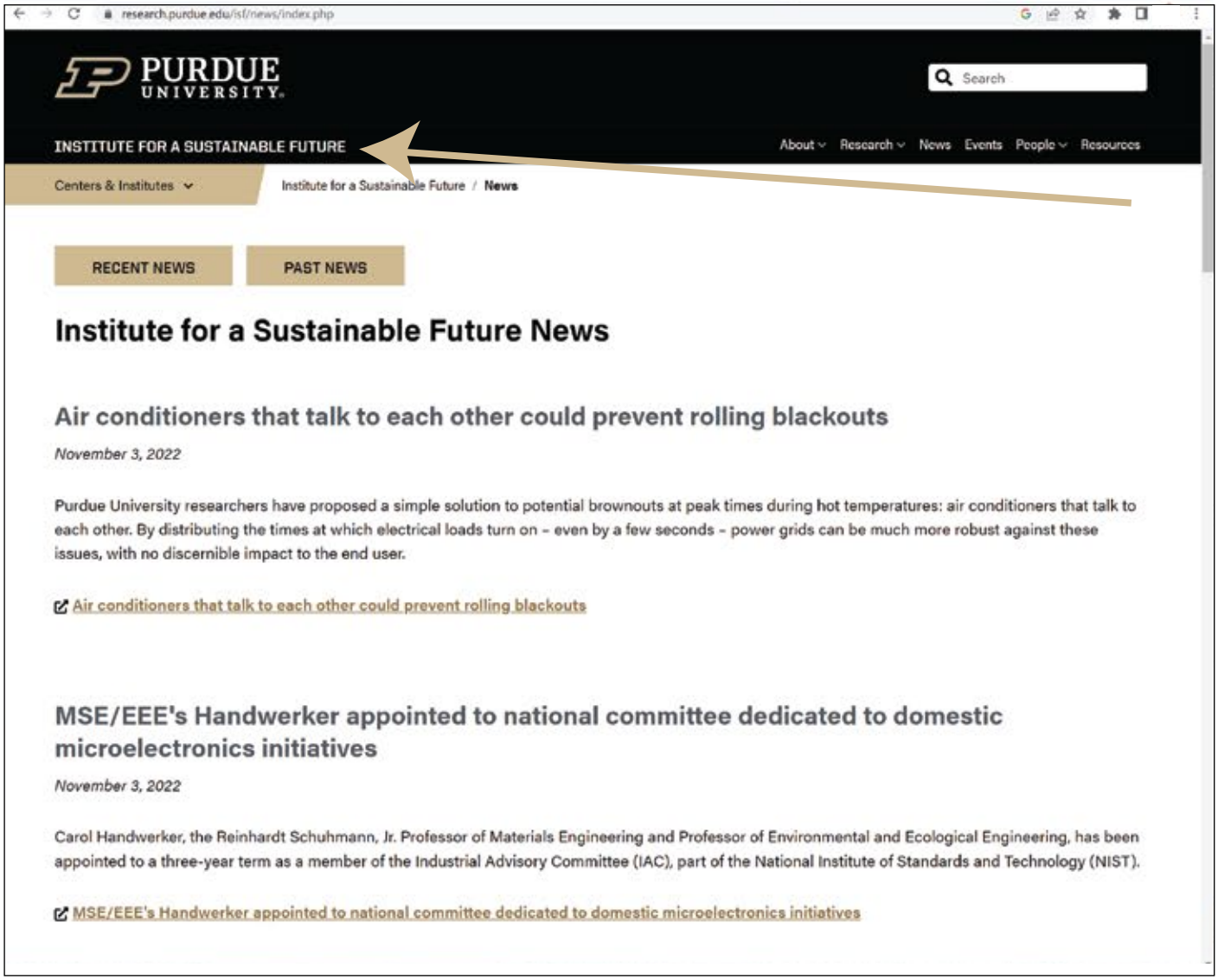
Date: (this is the date you want the piece to go live- you can post in advance)

Optional: You can also attach an image

Finally, click on the "Save" button to post your piece

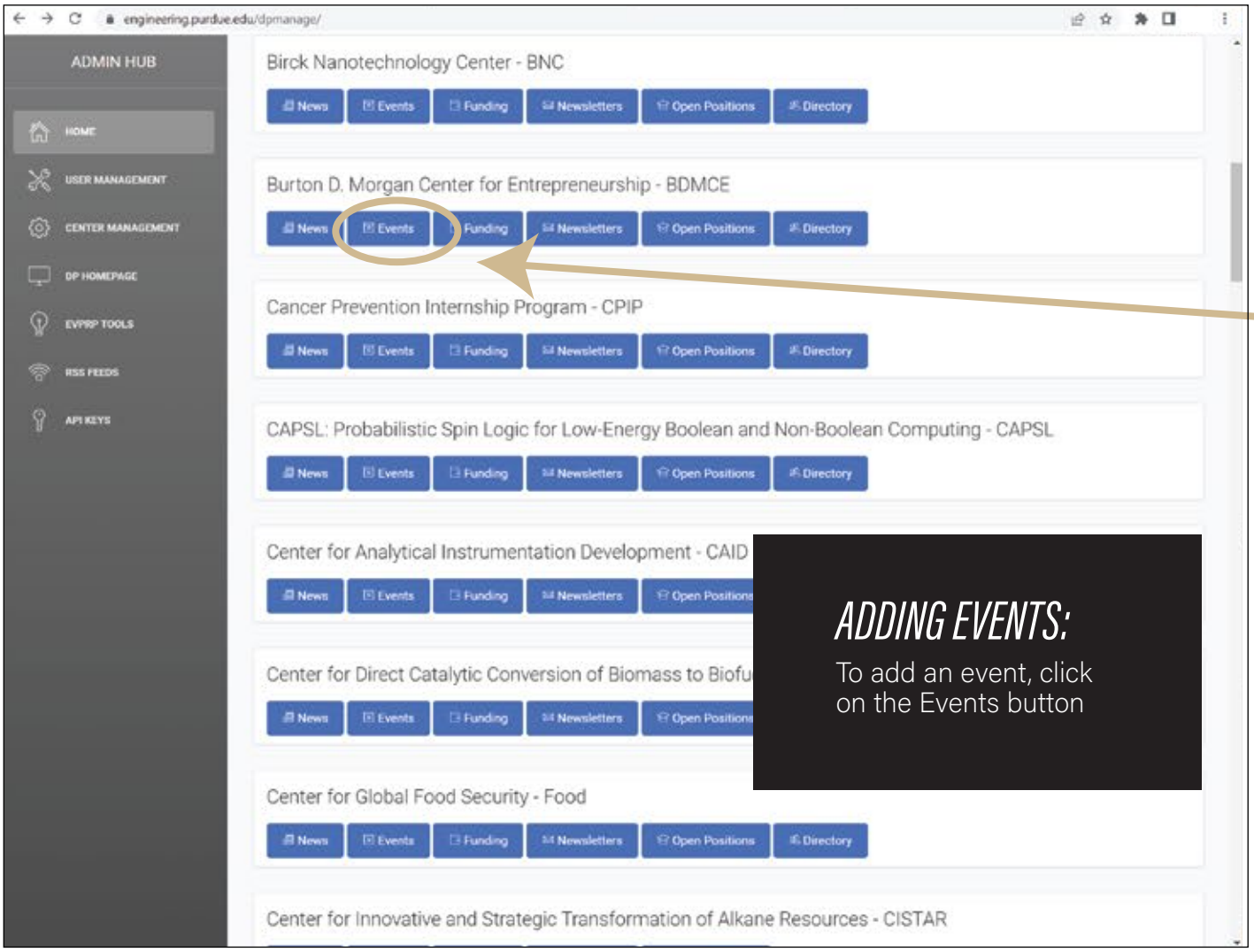
Adding News:

Your news piece will appear on your center/institutes website



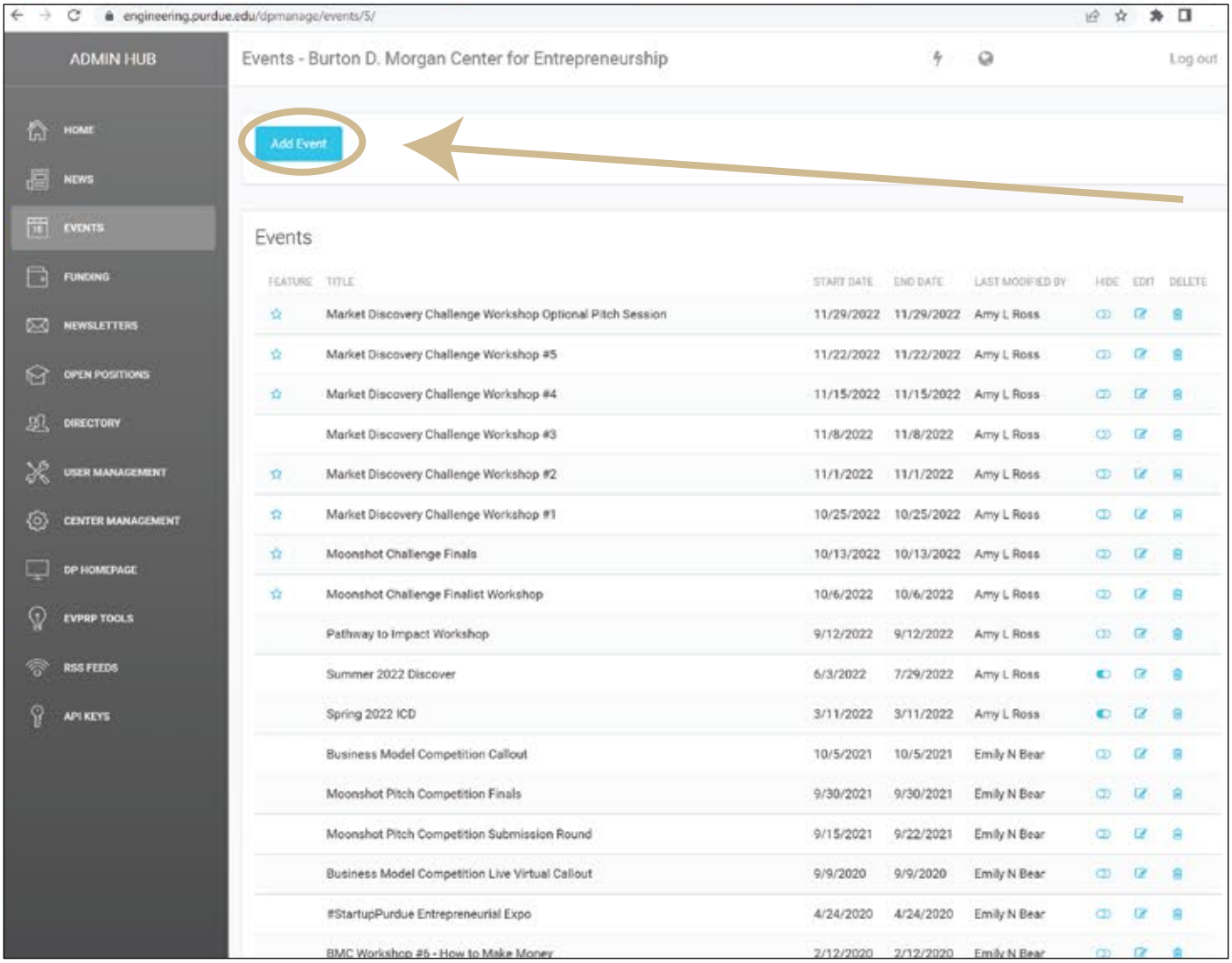
How to Add an Event:

Your homescreen will be unique to you- it will show all the groups you have access to. (If you need access to any other groups, please contact Drew Hallett (dhallett@purdue.edu))

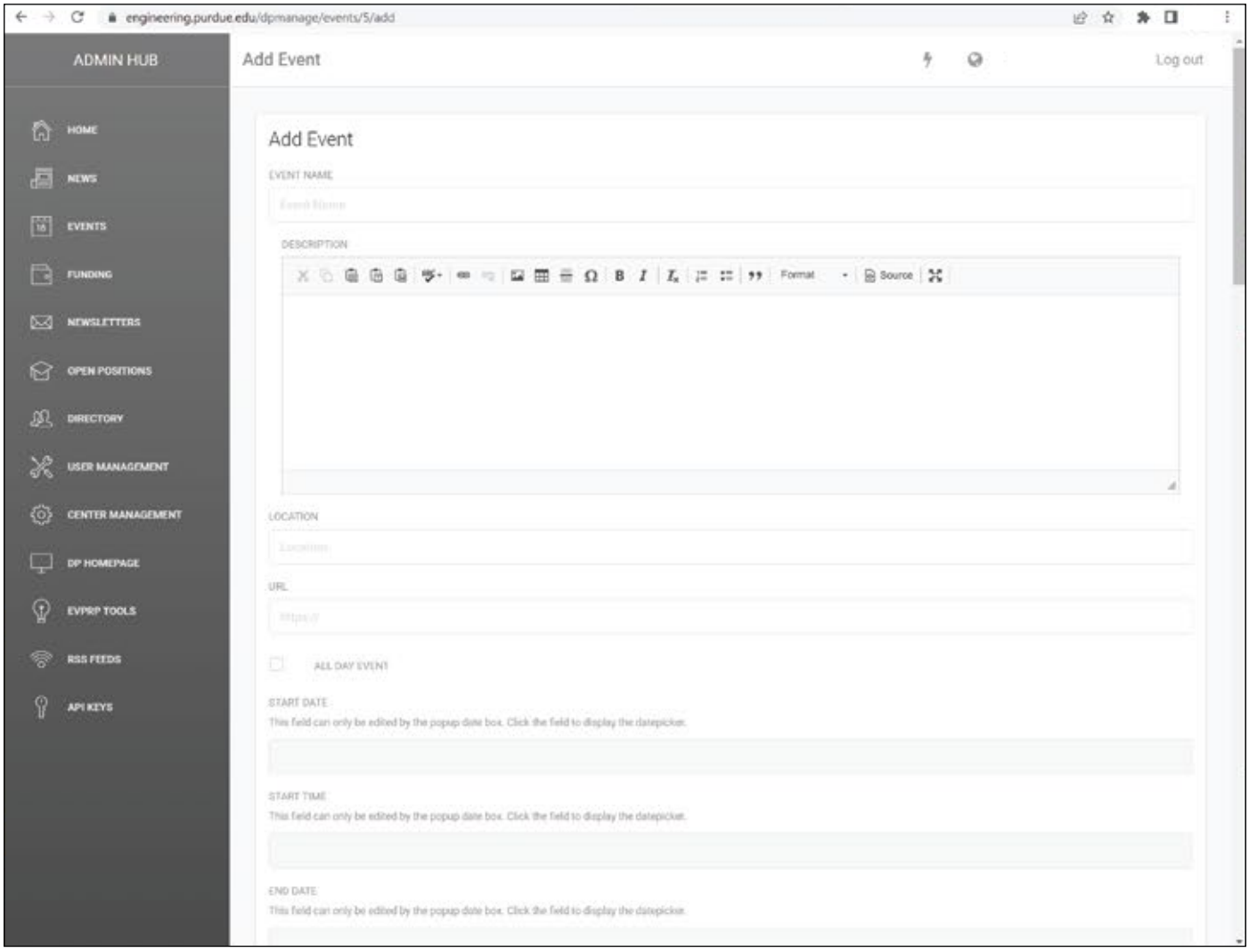


Adding Events:

You will see all the existing events and have the choice to "Add Event"

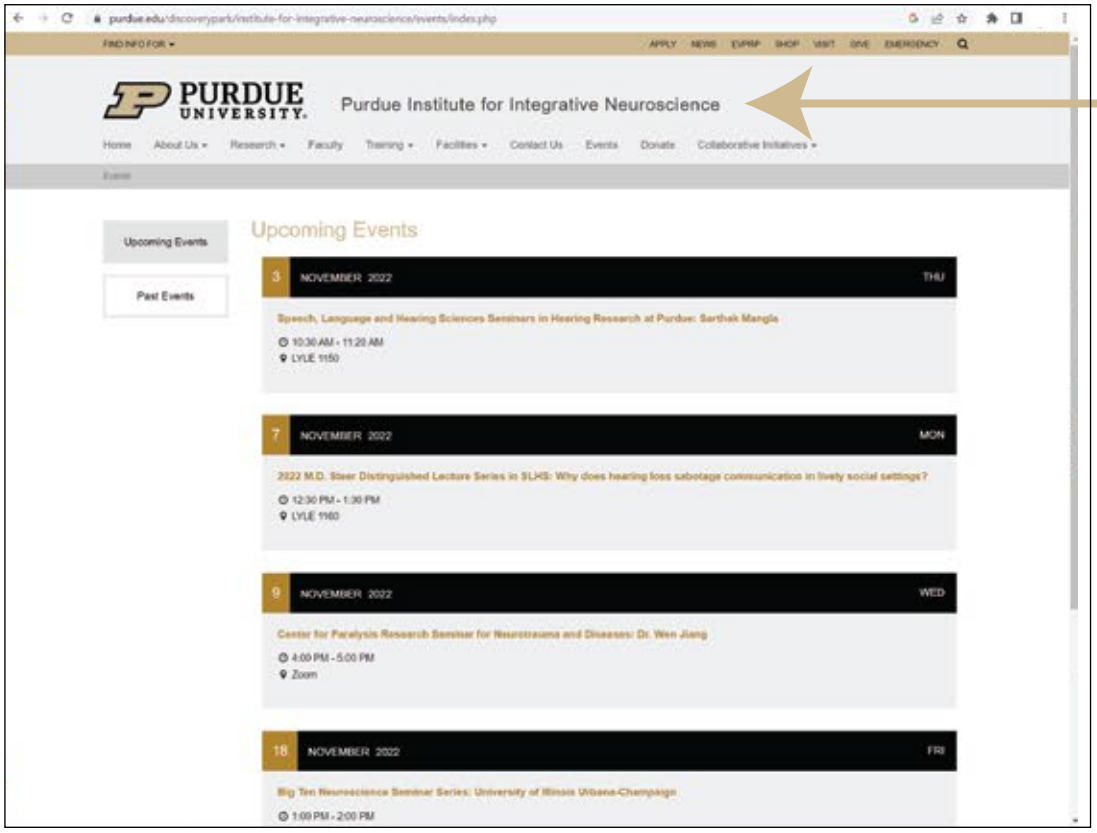
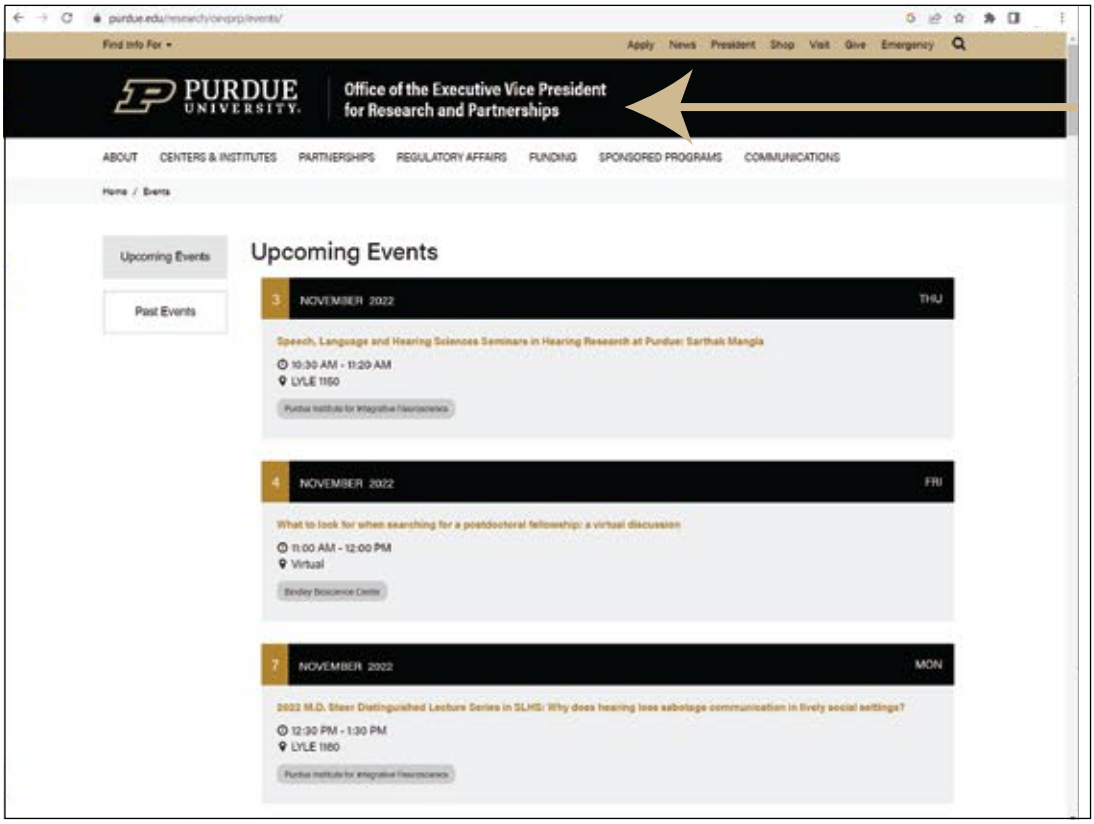


Adding Events:



ADDING EVENTS:

Enter the information you have for the event.
You have to have the following:
Event Name:
Description:
Location:
Start Date:
Start Time:
End Date:
End Time:
Optional:
You can also attach an image
Finally, click on the "Save" button to post your piece

Adding Events:

Your event will appear on your center/organizations website, as well as the OEVPRP website.