

How to create new entries in News/Conderence/Jobs section.
This only works if you have moderator privileges.

1. log-in
2. click section you wish to add entries to
3. click "add child page"
4. give it a title, that title will be displayed in the summary
5. add text to text body
6. (optional) add a picture
7. (optional) add file attachement
8. click "save"

watch demo