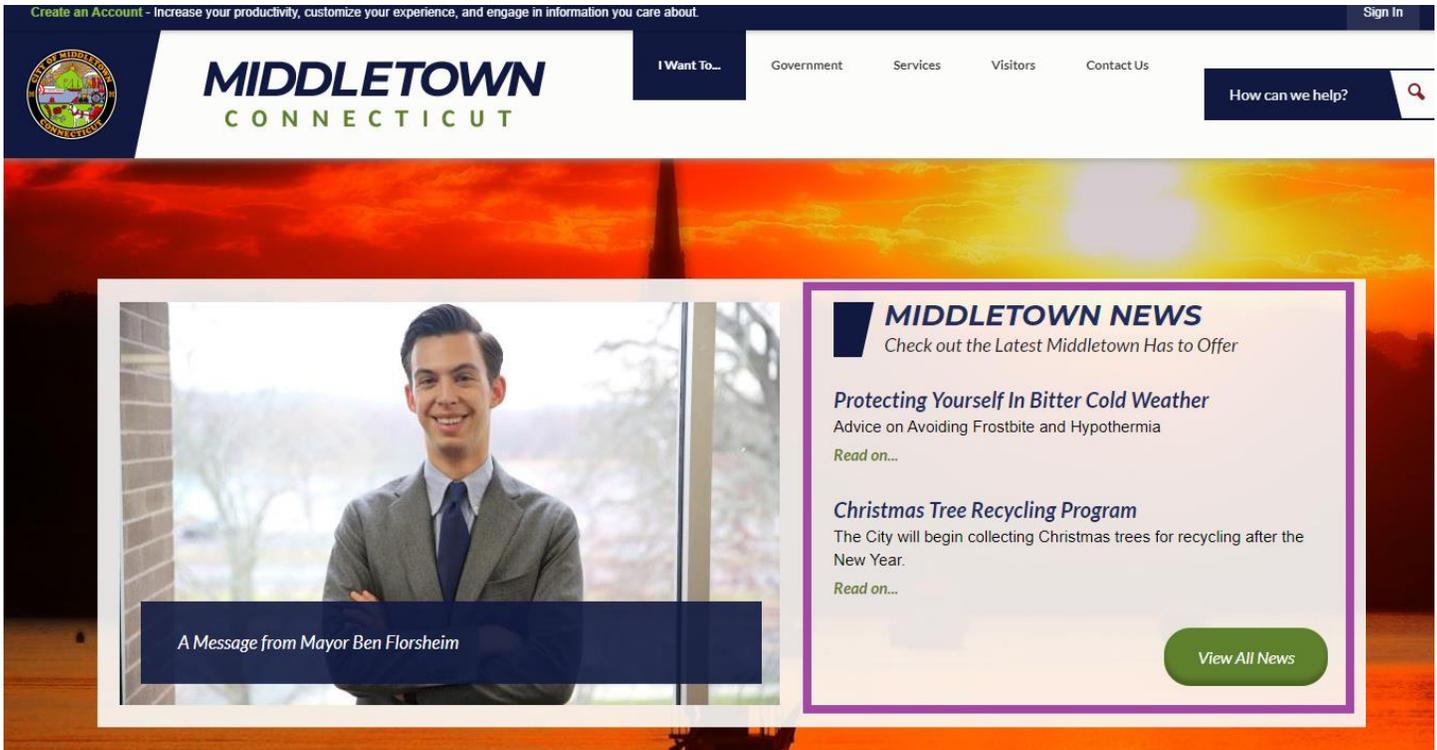
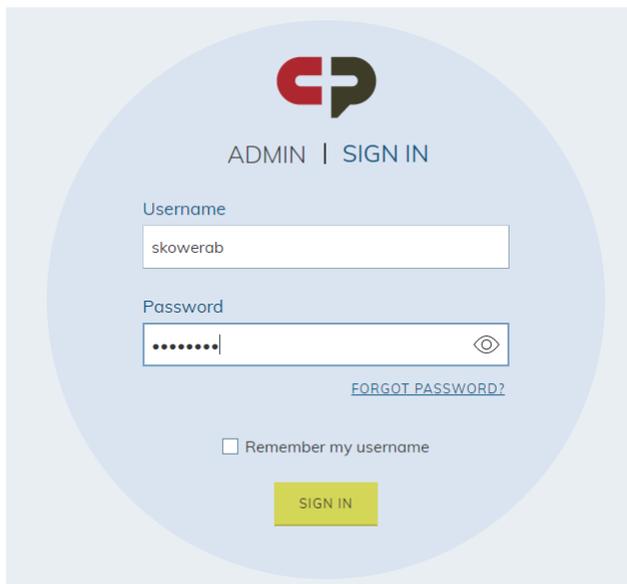


City of Middletown
Technology Services Department
CivicPlus – Submitting a News Flash for the Front Page of the Website

These instructions will show you how to submit a news flash that, when approved, will display on the front page of the website as shown in the screenshot.

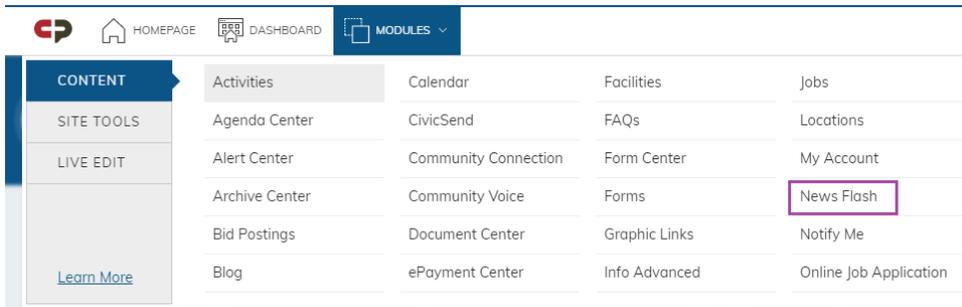


1. From your web browser, go to <https://middletownct.gov/admin>
2. Log in with your username and password. (This is the same username and password used to log into your workstation.)

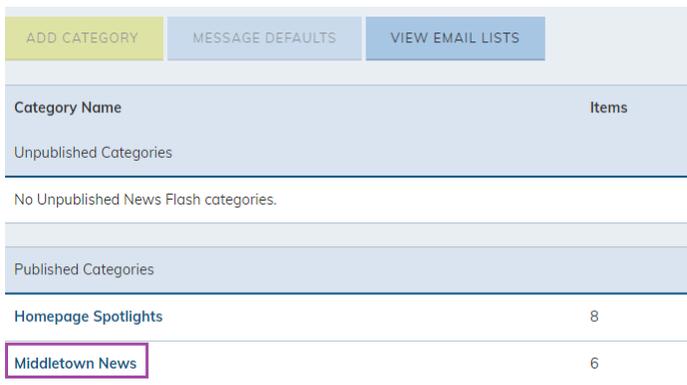


City of Middletown
Technology Services Department
CivicPlus – Submitting a News Flash for the Front Page of the Website

3. From the Dashboard, go to the Modules drop down menu and select News Flash.



4. Click on Middletown News.



5. Click on Add Item.



6. Fill out the form using these guidelines:
- Display – Specify the Starting and Stopping date. If no time is specified, the system defaults to midnight.

City of Middletown

Technology Services Department

CivicPlus – Submitting a News Flash for the Front Page of the Website

Display

Starting On *

Stopping On *

Start Time

End Time

- b. Title – Enter a brief, informative title. Avoid lengthy jargon or terms that would not be familiar to an average citizen. **This will appear on the front page of the website.**

Title *

- c. Lead In – Enter one or two sentences that introduce the news item. **This will appear on the front page of the website.**

Lead In

You have 130 characters left

- d. Full Text – Type or copy/paste the text you wish to share with the public. This will not appear on the front page of the website.

Full Text

This can be a series of paragraphs.

You can create lists of

1. One
2. Two
3. Or more items

[You can use to toolbar above to include hyperlinks to other pages.](#)

7. Scroll to the top of the page and Press Save and Submit. An email will go staff members who have the ability to approve your submission.

City of Middletown

Technology Services Department

CivicPlus – Submitting a News Flash for the Front Page of the Website

CONTENT STATISTICS 

BACK SHOW ARCHIVED

Add Item  CANCEL SAVE AND PREVIEW SAVE **SAVE AND SUBMIT**

Display