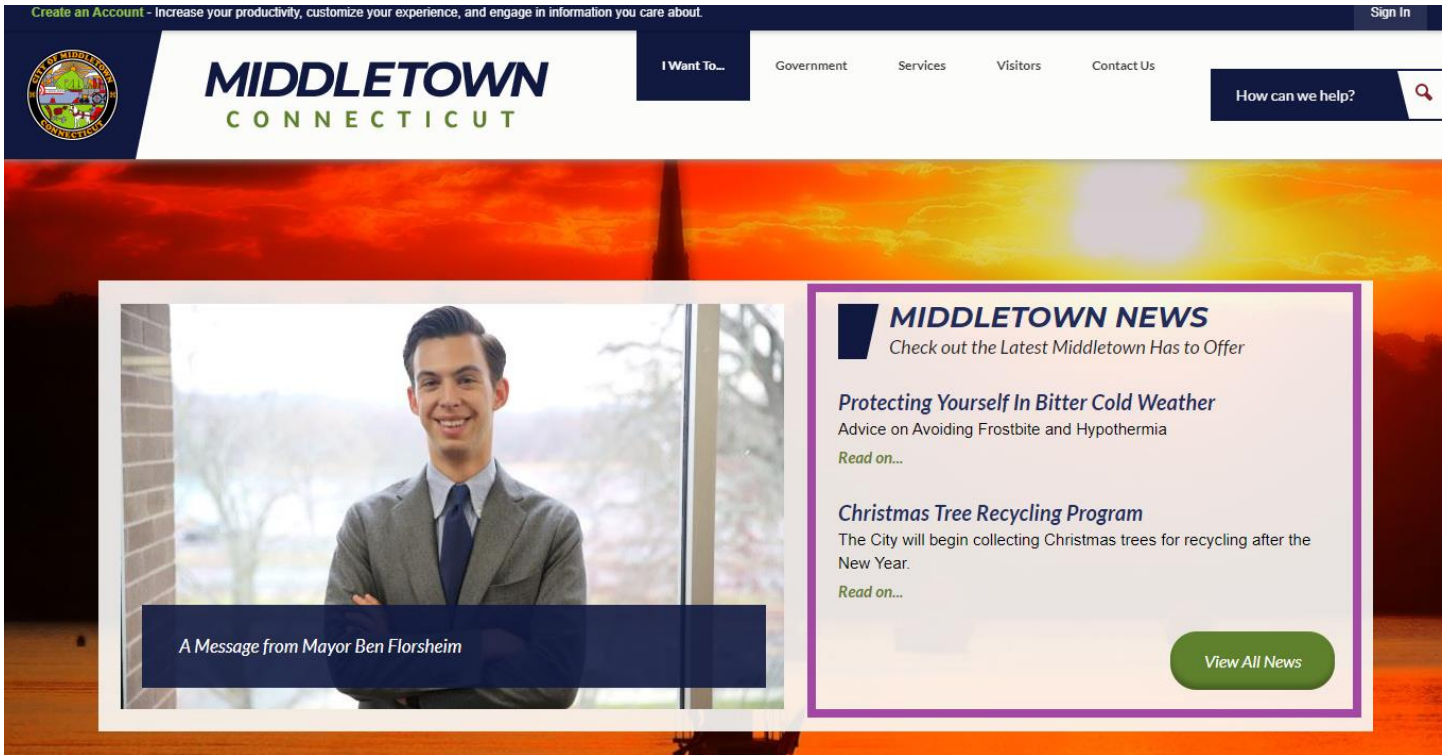
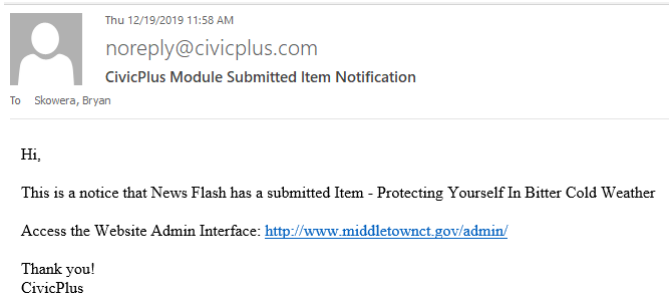


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These instructions will show you how to approve a news flash that will display on the front page of the website as shown in the screenshot.



1. When a user submits a News Flash, you will receive an email as shown below



2. From your web browser, go to <https://middletownct.gov/admin>

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- Log in with your username and password. (This is the same username and password used to log into your workstation.)

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

CONTENT	Activities	Calendar	Facilities	Jobs
SITE TOOLS	Agenda Center	CivicSend	FAQs	Locations
LIVE EDIT	Alert Center	Community Connection	Form Center	My Account
<a href="#">Learn More</a>	Archive Center	Community Voice	Forms	<b>News Flash</b>
	Bid Postings	Document Center	Graphic Links	Notify Me
	Blog	ePayment Center	Info Advanced	Online Job Application

- Click on Middletown News.

Category Name	Items
Unpublished Categories	
No Unpublished News Flash categories.	
Published Categories	
Homepage Spotlights	8
<b>Middletown News</b>	6

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6. Under the Unpublished News Flashes, click on the title of the News Item that is in Submitted status.

Middletown News				
Title	End Date	Status	Actions	
Unpublished News Flashes				
Road Construction on South End of the City	09/13/2019	Draft	Choose an Action	<input type="checkbox"/>
Take Extra Precautions to Prevent Contracting Eastern Equine Encephalitis	11/02/2019	Draft	Choose an Action	<input type="checkbox"/>
Parking Ban Begins 6:00 PM on 12/16/2019	12/18/2019	Draft	Choose an Action	<input type="checkbox"/>
<b>Protecting Yourself In Bitter Cold Weather</b>	12/31/2019	Submitted	Choose an Action	<input type="checkbox"/>

7. Review the form to confirm that the details are clear and that correct grammar has been used:
- a. Display –The Starting and Stopping date.

Display

Starting On \*

Stopping On \*

Start Time

End Time

- b. Title –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 \*

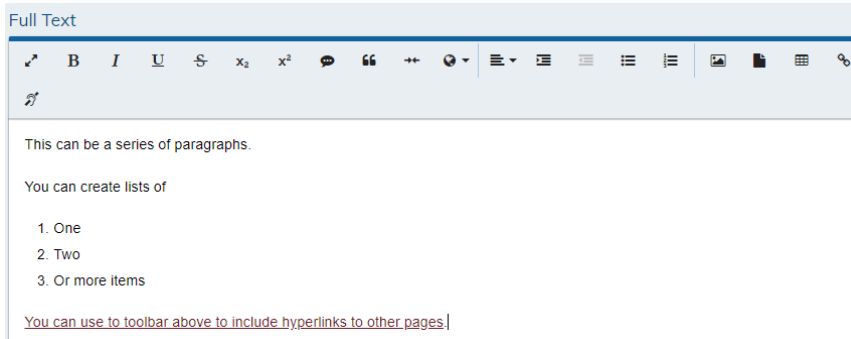
- c. Lead In – One or two sentences that introduce the news item. **This will appear on the front page of the website.**

Lead In

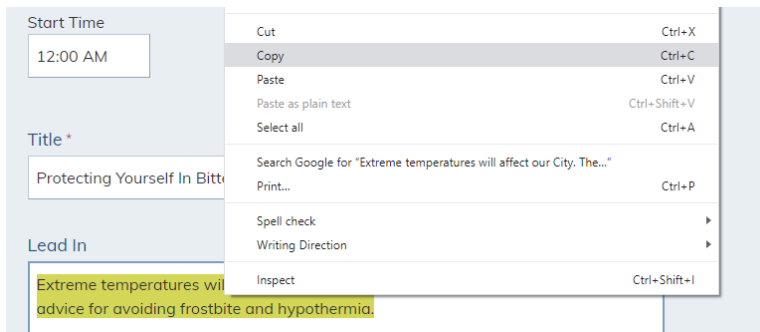
You have 130 characters left

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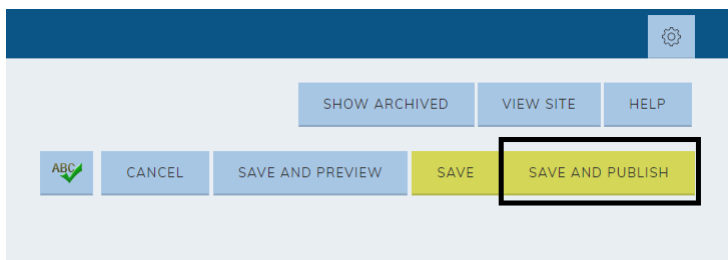
- d. Full Text –Text to be shared with the public. This will not appear on the front page of the website.



8. Scroll to the Lead In section. Select all text, right click and select Copy to copy the text to the clipboard.



9. Scroll to the top of the page and Press Save and Publish.



10. Press OK on this prompt.

middletownct.gov says

Would you like to include this in the RSS feed? Click OK to include it.  
Click Cancel to exclude it.



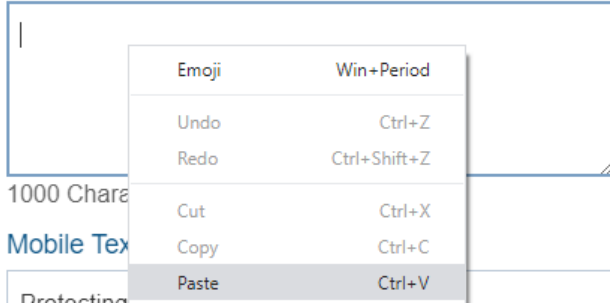
# City of Middletown

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## CivicPlus – Approving a News Flash for the Front Page of the Website

11. In the Comments field, right click and select Paste to insert the Lead In information from the previous page.

Comments:



1000 Characters Remaining

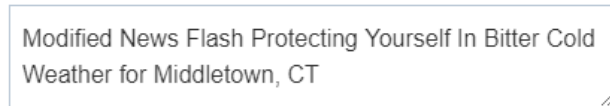
Mobile Text/Message

Protecting Yourself In Bitter Cold Weather for Middletown, CT

12. Rewrite the Subject so that the first words are **News for Middletown, CT:** followed by the News Item's title

comments.

Subject:



Subject:



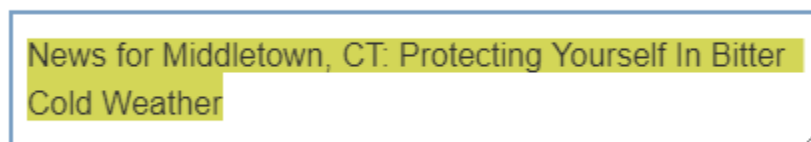
13. Rewrite the Mobile Text/Push Message to match the Subject

Mobile Text/Push Message:



118 Characters Remaining

Mobile Text/Push Message:



93 Characters Remaining

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14. Press Send; this will publish the News Item and notify all subscribers.

**News Flash**

You have the option to notify subscribers to this category that you have published a new Post. Add any additional comments.

**Subject:**

News for Middletown, CT: Protecting Yourself In Bitter Cold Weather

**Send:**

- On Start Date
- Immediately

**Comments:**

Extreme temperatures will affect our City. The Health Department has important advice for avoiding frostbite and hypothermia.

875 Characters Remaining

**Mobile Text/Push Message:**

News for Middletown, CT: Protecting Yourself In Bitter Cold Weather

93 Characters Remaining

**Include link to item**