2022 COMPANIONS WEBSITE LAUNCH – CHEAT SHEET #13

HOW TO FIND THE MOST CURRENT NEWS AND OLDER NEWS ITEMS

- 1. Login through <u>https://schcCompanions.org</u>, <u>Companion Login</u> on the upper right menu.
- 2. On the Home page, scroll down to the top row of features.

MOST CURRENT NEWS

This row of topics is all about recent news of the Companionship. Sometimes an item that needs to stay on the front page longer may be "pinned" in the left or center position.

3. Click on the headline or **READ MORE** to see the full item.

EARLIER NEWS

We expect frequent updates of our news, so the items on the Home page will turn over quite quickly. To find something you may have missed, or check back to something you read earlier, look in the top row right, VISIT OUR BLOG.

4. Click on VISIT BLOG.

This brings you to the News Blog landing page where items are listed most recent first.

- 5. At the bottom of the left column, click on **2**, etc. to scan the next page of "headlines."
- 6. Each post has a **READ MORE** button that will take you to the complete post.

You can also use tools in the right column to find what you are looking for, Recent News Posts, Categories, and Tags.