How to enter a news item into INCCA.org

Examples of news items are: new (online) publications, jobs, internships, calls for papers, new projects and organisational changes.
Step 1: Make sure you are logged in to your user account and click on ADD.
Step 2: Under News & Events select Add news
Step 3: A Create News page will open. Information is organised in three sections.
Step 4: Fill in the basic information

**Titel**: Keep the news item titel as short as possible.

**Date**: The date is standard on today’s date. If you want the news item to have a different date you can change it by hand.

**Body**: Here you can write in as much text as needed to describe your event. Tip: Keep it short and simple!

**Tags**: Select a few tags from the list that best describe your event.

TIP: Add the TAG 'call for papers' or 'call for posters' so that your call shows up in the overview. TIP: Add the TAG 'opportunity' so that your job, internship or funding opportunity shows up in the overview.
## Step 5: Fill in the references

<table>
<thead>
<tr>
<th>Basic Information *</th>
<th>Groups</th>
<th>Relevant Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>INCCA F [GID: 16] ⬅️</td>
<td>RCE website</td>
</tr>
</tbody>
</table>

**Groups:** If the news is relevant to one of the INCCA groups, type in the name of the group.

**Relevant links:** Is there more information to be found on another website? Give the link a name and copy and paste the URL. You can add as many links as you need by clicking on Add another item.
Step 6a: Fill in attachments, links and videos

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<td>Image: Start by adding an image for your news item. You can add more images if necessary. They will then be shown on the website in a carousel that the user can click through. Browse your computer choose the image and then click UPLOAD. Once it is uploaded you can add a caption and title to your image.</td>
</tr>
</tbody>
</table>
Step 6b: Fill in attachments, links and videos

**Attachments:** Here you can add documents like PDFs or Excels as attachments to your news item. Browse your computer choose the image and then click UPLOAD.

**Video:** It is also possible to embed videos from YouTube and Vimeo. Copy and past the URL and give your video a description.

Please note: Any attachments to a news item (such as a PDF) can only be accessed by INCCA members. Other information, photos, embedded videos and relevant links can be seen by all visitors to incca.org.
Step 7: Scroll down and click on save to publish your news item.
If you have questions please contact:

info@inccca.org