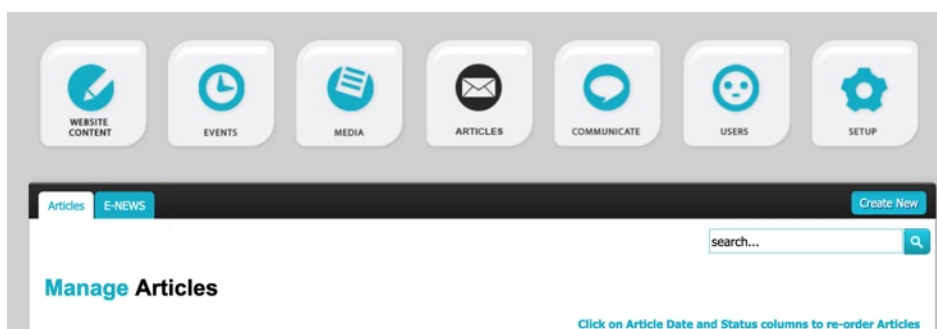


# Add Forthcoming Events to your Recent News

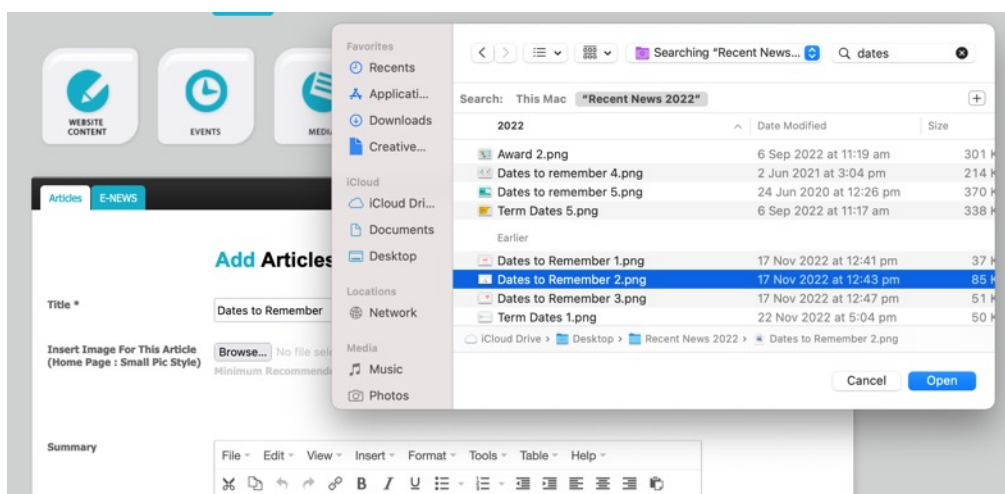
Calendar events can now easily be displayed in your Recent News Articles simply by clicking a button.

Keep your calendar up to date, or get it synced with your Portal or Google Calendar and you will never have to adjust this article – it will continue to populate throughout the year.

- Go to **Articles** and click on **Create New**



- Title your article and browse your computer for an image (or take one from our Image Bank for Articles located under SUPPORT on our website).



- Input a **summary** and **read more** into your article.

Summary

→

File Edit View Insert Format Tools Table Help

Please see our upcoming events at school.

Characters: 41 POWERED BY TINYMCE

Keyword

Recommended Character Limit is : 300

Comma separated list of keywords (highly recommended)

Read More

→

File Edit View Insert Format Tools Table Help

Term 2 Dates below.

POWERED BY TINYMCE

- In the controls under Read More you will see a tick box for Calendar. Check this box and click Submit.

Insert Photo Gallery

☐ Captains part 2  
☐ Harmony Day  
☐ Easter Bonnet Parade  
☐ Fire Safety Champions  
☐ FS2  
☐ April 13  
☐ April 15

Widget

Select Widgets Choose the widgets you would like to appear in your article.

Calendar

☒ Tick this box if you would like the calendar events to appear in your article.

Group

☐ Test  
☐ Updat-ed Test Group

Email

☐

App

☐

Publish to

Homepage

Submit Cancel

→

→

- Visit your site to see your new article.

## Dates to Remember



### Dates to Remember

Please see our upcoming events at school.

[READ MORE](#)

- Click on Read More and you will see a list that is populated by your calendar. Once the date has lapsed, the next events will appear on the list.

## DATES TO REMEMBER

Please see our upcoming events at school.  
Term 2 Dates below.

### FORTHCOMING EVENTS

#### Beach Safety

Date: May 12, 2023

Time: All Day

The year 5/6 students will be spending a day on the beach learning about being safe around water and playing games.

#### Fire Safe Kids

Date: May 15, 2023

Time: All Day

#### Information Night

Date: May 17, 2023

Time: 06:00pm - 07:00pm

2023 Information Night

#### School Council Meeting

Date: May 23, 2023

Time: 06:00am - 07:00am

Nominations Open

#### EDUCATION WEEK

Date: May 29, 2023 to June 02, 2023

Time: All Day

#### Curriculum Day

Date: June 12, 2023

Time: All Day

No Students