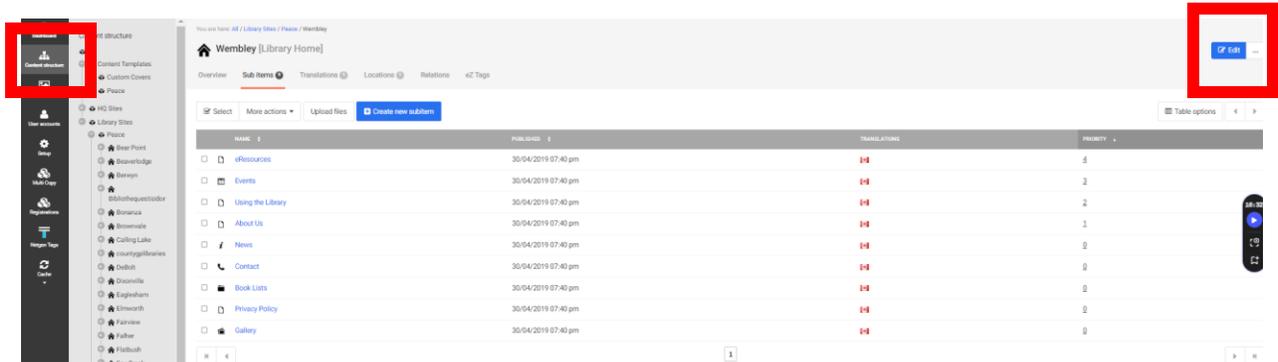
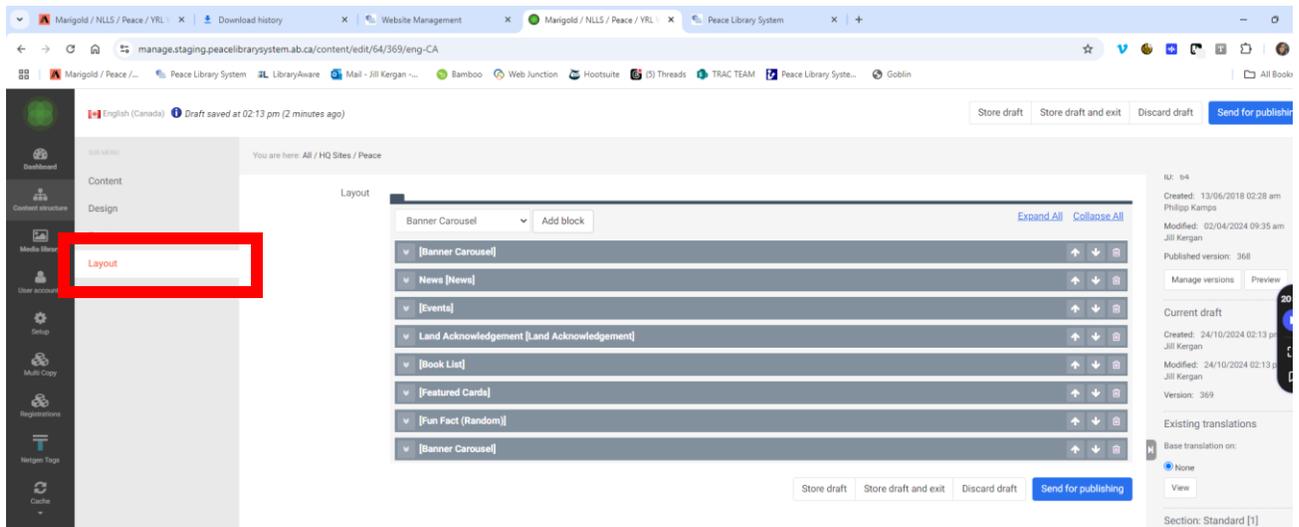


Adding a HQ News Block

1. Go to Content Structure
2. Click the blue edit button in the corner.



3. Select Layout



4. Choose HQ News from the drop down list.
5. Click Add block
6. Click Send for Publishing

The image shows a screenshot of a content management system (CMS) interface. At the top, there is a header area with a dropdown menu labeled "Add block" (highlighted with a red box) and two links: "Expand All" and "Collapse All". Below this, a list of content blocks is displayed. The first block is "Banner Carousel". The second block is "News", which has a sub-menu open. The sub-menu items are: "HQ News" (highlighted with a blue background and a red box), "Events", "Book List", "Featured Cards", "Fun Fact", "Fun Fact (Random)", "HQ Info", and "Land Acknowledgement". The third block is "Events". The fourth block is "Book List". The fifth block is "Featured Cards". The sixth block is "Fun Fact". The seventh block is "Fun Fact (Random)". The eighth block is "HQ Info". The ninth block is "Land Acknowledgement". Below the list of blocks, there are four buttons: "Store draft", "Store draft and exit", "Discard draft", and "Send for publishing" (highlighted with a red box).

You will see a news section populated with HQ News on your home page.