

## Adding rotating content

- 1) log into CMS and open the departmental page where you want to add rotating content; the right column will feature two containers, one for non-rotating and one for rotating content – click at the arrow next to it and select **“New Content”**
- 2) a new page will load where you will be able to insert your first piece of content; once you are done with it, click **“Save/Publish”**
- 3) you will be redirected back to your departmental page; to add another piece, once again click at the arrow and repeat step 2
- 4) because you are in the Edit mode, the two pieces of content will appear under each other; however, on the actual site they will be rotating when the page is loaded
- 5) to publish the changes, click **“Publish Page”** in the left column; if you now go to your website, you will notice different content will appear every time you refresh the page