

## Council District 6 News Feeds

The following pages are using news feeds:

<https://www.sandiego.gov/citycouncil/cd6>

<https://www.sandiego.gov/citycouncil/cd6/news>

<https://www.sandiego.gov/citycouncil/cd6/news/press>

<https://www.sandiego.gov/citycouncil/cd6/news/memos>

<https://www.sandiego.gov/citycouncil/cd6/news/newsletters>

To post new links on these pages:

In the menu at the top, select 'Content > Add Content > Department Document'

### Fields to fill out

**Title:**

Whatever you want your link text to be (example: 'Councilmember Kent Lee's Budget Priorities')

**Attachment:**

Browse to the location of the document you wish to link to and click '**Open**', then click '**Next**'

**Department:**

Councilmember Kent Lee (District 6)

Click **Save**

Don't add anything to the '**Source URL**' field or the '**Body**' field

**Department:**

Select 'Councilmember Kent Lee (District 6)'

**Category:** (This is important. Without this, your document won't go into the feed)

Type in one of the following, depending on what it is you're posting -

pressreleases, memos, newsletters

**Authoring information:**

Enter date you want to use in this format yyyy-mm-dd (example: 2023-01-15), or if the current date is okay, don't type anything here.

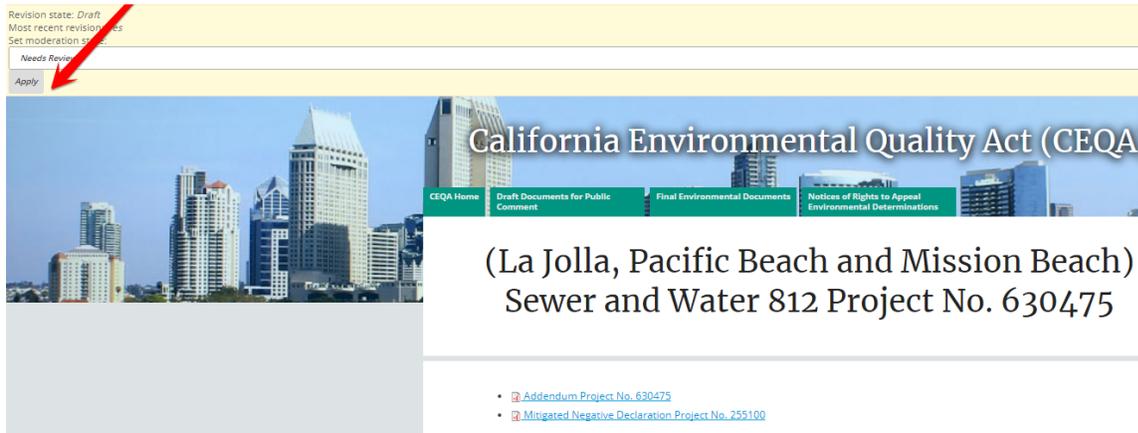
**Publishing options:**

Scroll to the bottom, and click on 'Publishing options'.

Click '**Save**' at the bottom. Your card teaser will be in Draft state (not visible to the public).



After you've reviewed your page, change the state of your page to 'Needs Review' by clicking the **Apply** button at the top.



The screenshot shows a web interface for the California Environmental Quality Act (CEQA). At the top, there is a yellow banner with the text: "Revision state: Draft", "Most recent revision: [unreadable]", and "Set moderation status: [unreadable]". Below this, there is a "Needs Review" button and an "Apply" button. A red arrow points to the "Apply" button. The main content area features a cityscape background and the title "California Environmental Quality Act (CEQA)". Below the title, there is a navigation menu with links: "CEQA Home", "Draft Documents for Public Comment", "Final Environmental Documents", and "Notices of Rights to Appeal Environmental Determinations". The main heading reads "(La Jolla, Pacific Beach and Mission Beach) Sewer and Water 812 Project No. 630475". At the bottom, there are two links: "[Addendum Project No. 630475](#)" and "[Mitigated Negative Declaration Project No. 255100](#)".

When you're ready to publish, click the **Apply** button again to move your document into the state of 'Published'. This will make the document visible to the public.