

新着情報登録方法

1. HP編集画面で新着情報タブへ



The screenshot shows the HP editing interface. At the top, there is a navigation bar with several tabs: 新着情報 (New Information), カレンダー (Calendar), FAQ, ページ (Page), サブエリア (Sub Area), 基本設定 (Basic Settings), スライド (Slide), サポートサイト (Support Site), and ログアウト (Logout). The 新着情報 tab is highlighted in blue. Below the navigation bar, there is a section for creating new information. It includes a button labeled 新規作成 (New Creation) with a red arrow pointing to it, a dropdown menu for the year (currently showing 2020), and buttons for 広報誌 (Public Relations Magazine) and 総会資料 (General Meeting Materials). Below this, there is a table with columns for 公開 (Public), 目付 (Index), カテゴリー (Category), and タイトル (Title). The 公開 column has a dropdown menu with 公開 (Public) selected. The 目付 column has a dropdown menu with 目付 (Index) selected. The カテゴリー column has a dropdown menu with カテゴリー (Category) selected. The タイトル column has a text input field. There is also an 編集 (Edit) button at the bottom right of the table.

2. 新規作成で新しい予定を作る



The screenshot shows the HP editing interface, similar to the one above. The 新着情報 tab is still selected. The 新規作成 button is highlighted with a red arrow. The year dropdown menu is now set to 2020. The 広報誌 and 総会資料 buttons are also visible. The table below has the same structure as the one in the previous screenshot, with columns for 公開, 目付, カテゴリー, and タイトル. The 公開 column has a dropdown menu with 公開 selected. The 目付 column has a dropdown menu with 目付 selected. The カテゴリー column has a dropdown menu with カテゴリー selected. The タイトル column has a text input field. There is also an 編集 button at the bottom right of the table.

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3. 各項目を入力して、公開する

The screenshot shows the 'New Information Registration' form. The form has several fields and a '公開' (Publish) checkbox. Annotations with red arrows point to specific fields:

- 公開に✓チェック**: Points to the '公開' checkbox.
- 現在時刻に✓チェック**: Points to the '現在時刻' checkbox, with a note: '未来の投稿予約をしたいときは日時を入力' (If you want to schedule a future post, enter the date and time).
- タイトル**: Points to the 'タイトル' (Title) field.

The form includes a navigation bar at the top with links: 新着情報, カレンダー, FAQ, ページ, サブエリア, 基本設定, スライド, サポートサイト, and ログアウト. The form fields include: 公開 (checkbox), カテゴリー (dropdown), 日付 (date and time picker), タイトル (text), and 本文 (text area).

画面下へスクロール

The screenshot shows the file upload section of the form. It includes a '写真' (Photo) section and a '添付ファイル' (Attach File) section. Both sections have multiple 'ファイルを選択' (Select File) buttons. A red arrow points to the '写真' section with the annotation: '写真や添付ファイルがあれば添付する' (Attach photos or files if you have them). At the bottom, there is a '更新' (Update) button.

更新を押すことで保存される