

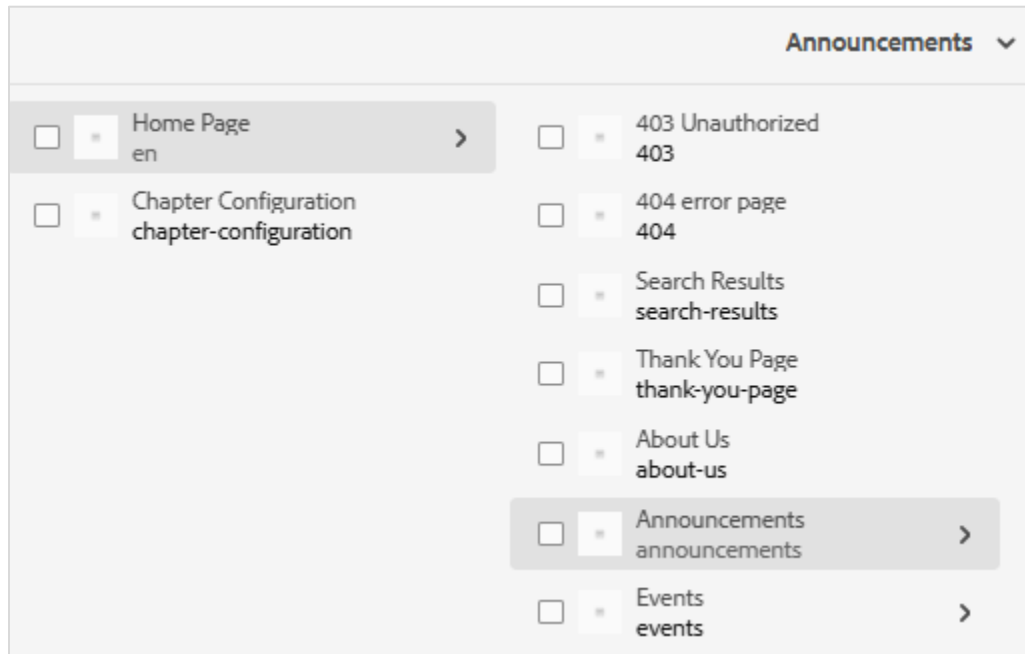
Announcement Setup Structure

To ensure your announcements are **organized for best performance and easy management**, it is important to set up your announcement pages using a **year > month > announcement** structure.

This document provides **step-by-step instructions** for setting up your announcement structure.

Step 1: Navigate to the Announcements Section

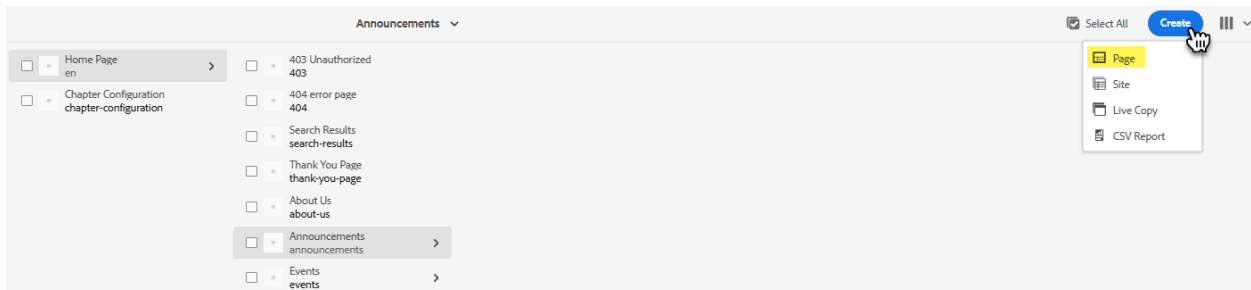
Browse to your **AEM Console** and click **Announcements** to select the location. You will see the events highlighted in gray:



Step 2: Create the Year Folder

You are now in the announcements section. To create the year:

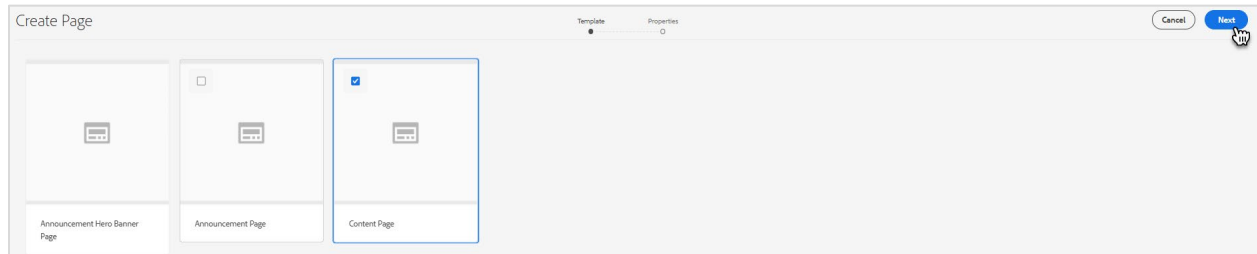
1. In the upper right corner, click the **blue Create button**.
2. From the drop-down, select **Page**.



Step 3: Select Content Page Template

You will be directed to the **Create Page** screen.

1. Select **Content Page**.
2. Click the **blue Next button** in the upper right corner.

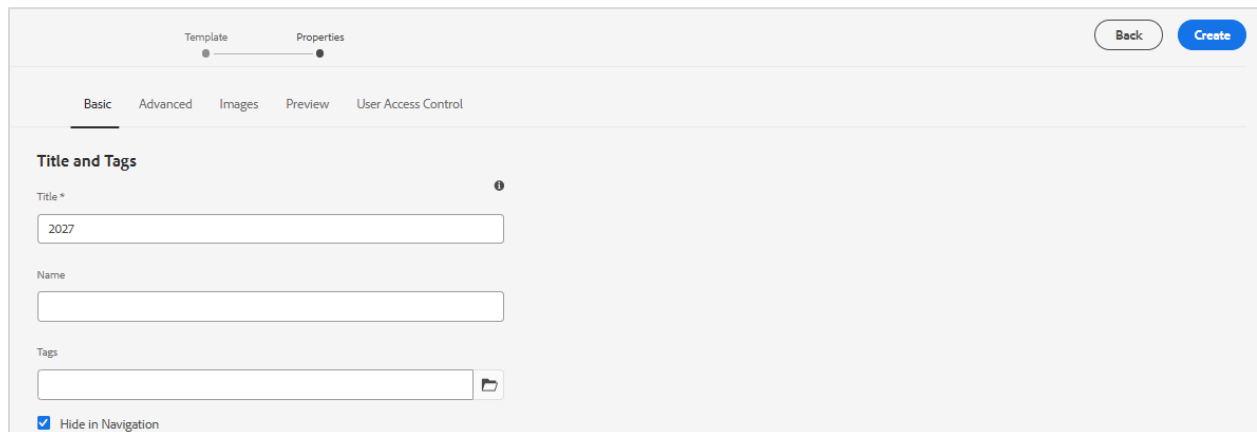


Step 4: Enter Year Details and Hide from Navigation

You will now see the **Page Properties** for your new page.

1. Under **Title**, enter the year, example: 2026
2. To prevent the year from displaying in the site navigation, check the box for **Hide in Navigation**.
3. Click the **blue Create button** in the upper right corner.

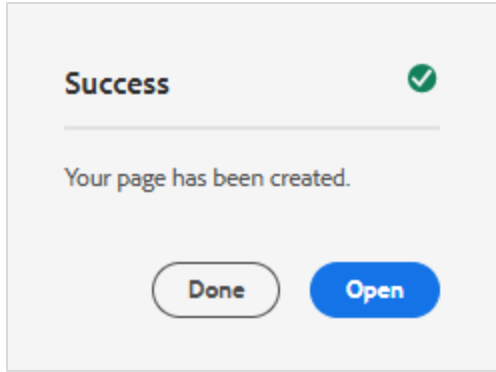
Special Note: When creating pages, leave the “Name” field empty so the system auto-generates a valid lowercase URL.



Step 5: Confirm Creation

You will receive a **Success** confirmation that your page has been created. You will have the options of **Done** and **Open**.

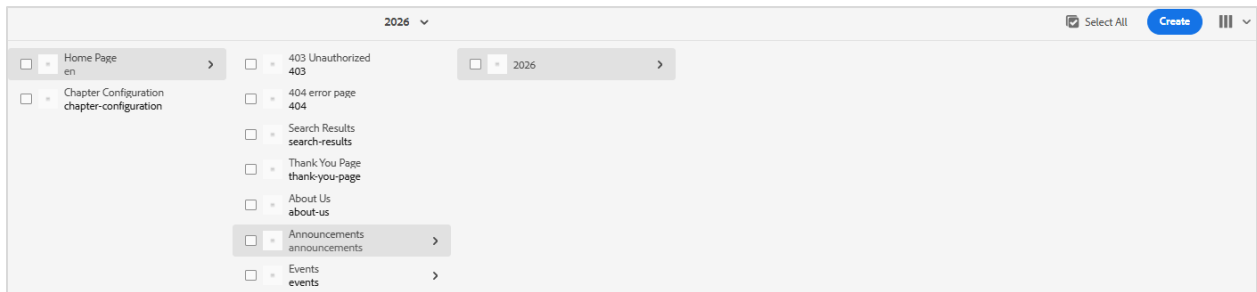
- Because this page is just for structure and will not have content, click **Done**.



Now that you have created the year folder (ex: 2026), you will add folders for each month inside this year. Follow the steps below to create month folders within your year folder.

Step 6: Select the Year Folder

In the **Announcements** section, click on the **Year** folder to select the location. You will see **Announcements** and the **Year** highlighted in gray. This ensures that the month folders will be created inside the correct year:



Step 7: Create a Month Folder

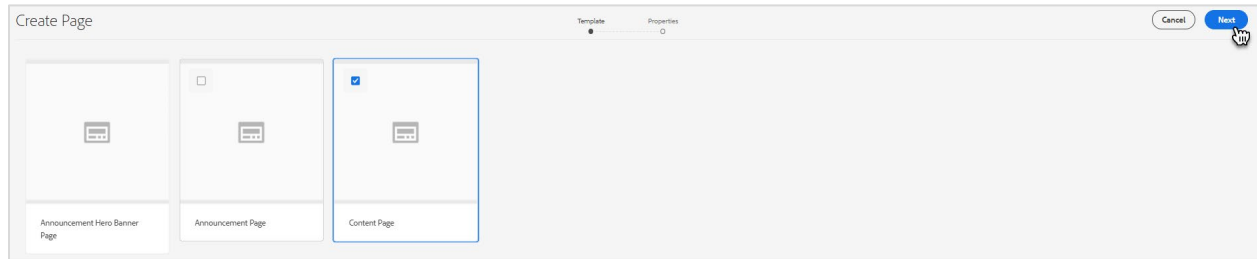
1. In the upper right corner, click the **blue Create button**.
2. From the drop-down, select **Page**.



Step 8: Select Content Page Template

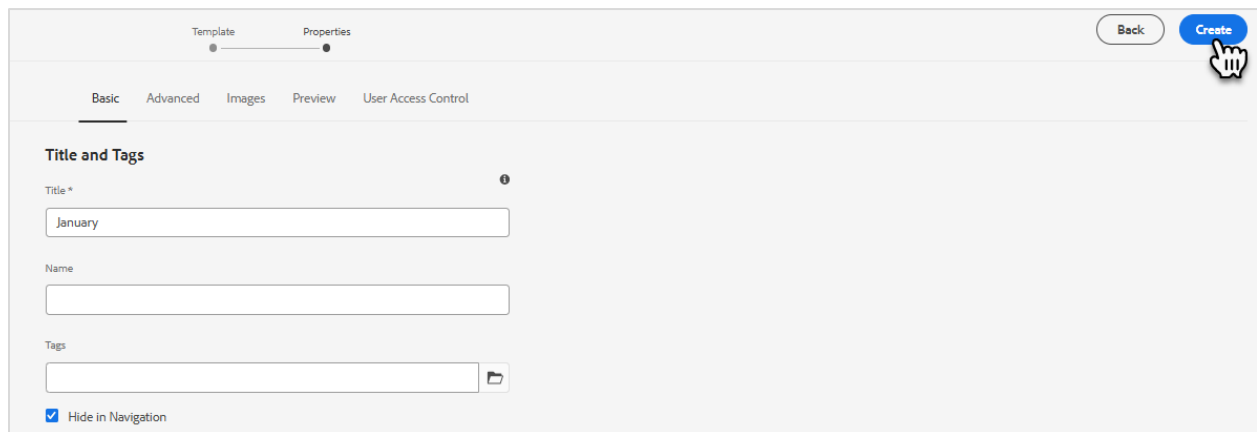
You will be directed to the **Create Page** screen.

1. Select **Content Page**.
2. Click the **blue Next button** in the upper right corner.



Step 9: Enter the Month Details and Hide from Navigation

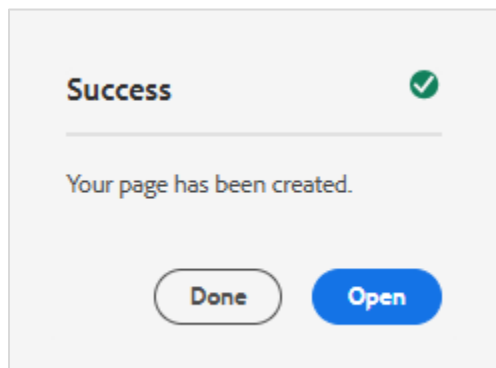
1. Under **Title**, enter the name of the month, example: January.
2. Check the box for **Hide in Navigation**.
3. Click the **blue Create button**.



Step 10: Confirm Creation

You will receive a **Success** confirmation that your page has been created. You will have the options of **Done** and **Open**.

- Because this page is just for structure and will not have content, click **Done**.



Step 11: Repeat for Each Month

Repeat **Steps 6-10** for each month you want to add (ex: January, February, March, etc.), always making sure you have the correct year folder selected before creating each month.

You have now set up the foundational structure for your announcements using the year > month > announcement format. This organization will help ensure your announcements remain easy to manage and scalable as your site grows.

Tip: If you need to create month folders for a different year, **select that year folder first** before adding new months.