# UPDATING FEATURED CONTENT

APR 2023

BRC

# LOG IN TO UMBRACO

- Go to **www.brc.org.uk/umbraco**
- Log in with your username and password

Username

Your username is usually your email

Password

Enter your password

👁 Show password

Login     Forgotten password?

# GETTING STARTED

# UPDATE FEATURED CONTENT

**BRC**

Type to search...

**Buying**

Actions ▾

Common | Navigation | Intro | Settings | SEO | Taxonomy | Gated Content Settings | Twitter Data | **Featured Content** | Info

**Content**

▼ 🏠 BRC
- ▶ Components
- ▶ Campaigns
- ▶ PriorityHub
- ▶ Climate Roadmap
- ▶ Covid-19
- ▼ Communities
  - ▶ Components
  - ▶ **Buying**
  - ▶ CEO
  - ▶ Corporate Affairs
  - ▶ CSR
  - ▶ Finance
  - ▶ Food
  - ▶ HR
  - ▶ Insight
  - ▶ IT
  - ▶ Legal
  - ▶ Operations
  - ▶ Property
  - ▶ Trade

**Featured Items**

📰 Disposable BBQ - Voluntary Guidelines
/news/buying/disposable-bbq-voluntary-guidelines/          Remove

📰 Windsor framework tying you up in knots? What does it mean for non-food product conformity?
/news/buying/windsor-framework-tying-you-up-in-knots-what-does-it-mean-for-non-food-product-conformity/          Remove

**Add**

Add up to 3 items

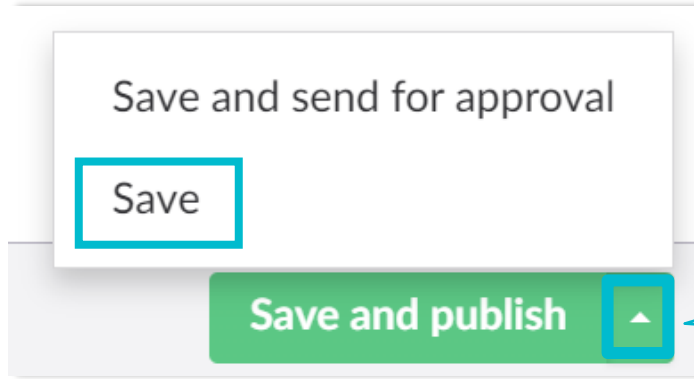This should be content that isn't time sensitive but is important.

Select your Community > **Featured Content** tab > Click **Remove** or **Add** > Drag and drop to reorder > **Preview** and/or **Save and publish**.
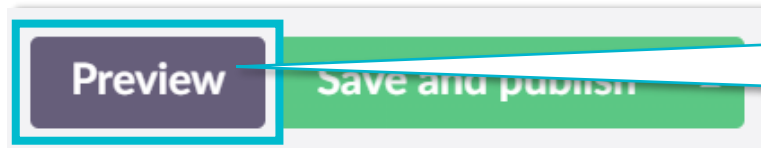
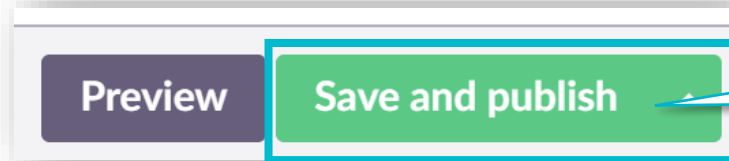BRC / Communities / Buying          Preview | **Save and publish** ▴

# SAVE / PREVIEW / SAVE AND PUBLISH

Save and send for approval

Save

Save and publish ▲

If you wish to save your progress and come back to continue at a later time, click the arrow up and hit Save.

Preview    Save and publish

Click the Preview button to view the page before publishing.

Preview    Save and publish ▲

Save and publish when ready.

# ANY QUESTIONS?

**PLEASE ASK QUEENCY…**