

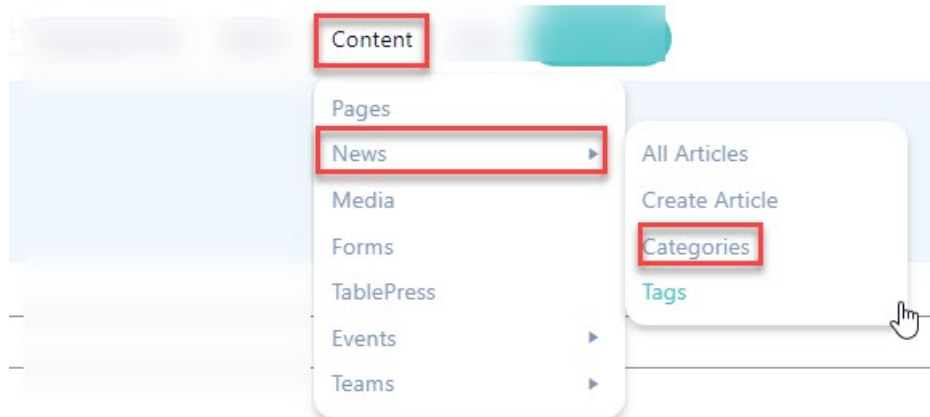
## News Categories

Last Modified on 22/09/2023 2:25 pm AEST

News Categories allow you to organise your news articles into specific categories and then allow you to filter within the [news page - filter](#).

**NOTE: this functionality is linked to the NEWS ADD ON. To check if this is available for your website, check your website Dashboard.**

1. Hover over CONTENT.
2. Hover over NEWS.
3. Click on CATEGORIES.



4. On the left hand side, fill out the information related to the specific category.
  - 4a. Input a name for the category.
  - 4b. Input a slug for this category.
  - 4c. Add a description (if needed).
5. Once done, click ADD NEW CATEGORY.

## Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

The description is not prominent by default; however, some themes may show it.

The categories will then appear on the right hand side list.

Bulk actions    5 items

<input type="checkbox"/>	Name	Description			Slug	Count
<input type="checkbox"/>	Juniors	–	●	●	juniors	0
<input type="checkbox"/>	Slider	–	●	●	slider	8
<input type="checkbox"/>	test_cat	–	●	●	test_cat	1
<input type="checkbox"/>	Uncategorised	–	●	●	uncategorised	4
	Uncategorised	–	●	●	uncategorised-en	0

## Related Articles

---