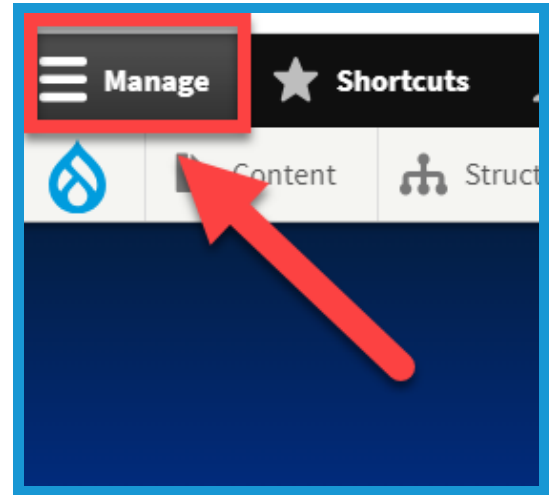


Adding a Newsletter Year

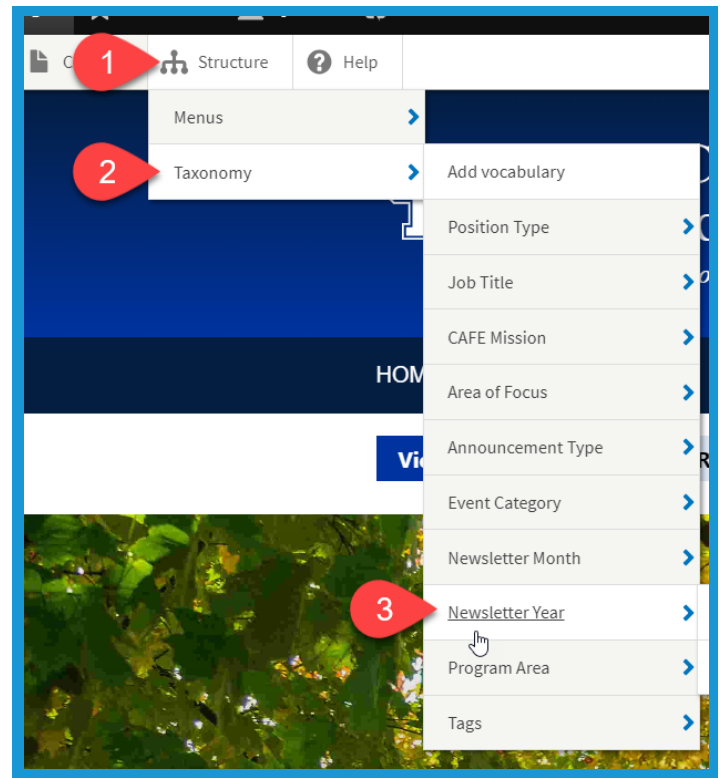


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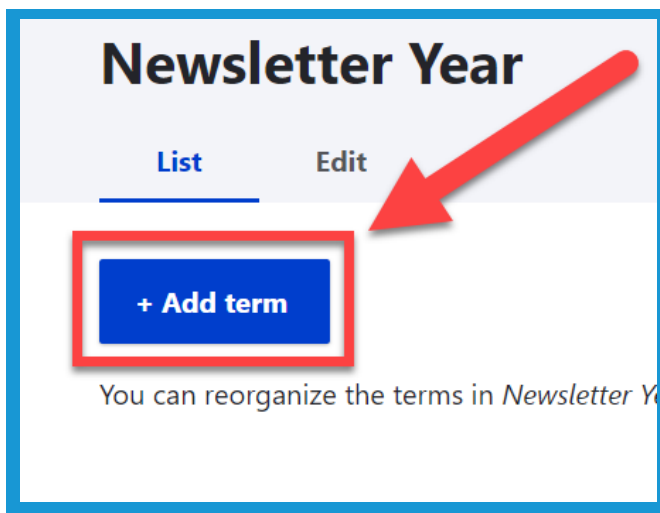
1. Click **Manage** in the upper left corner.



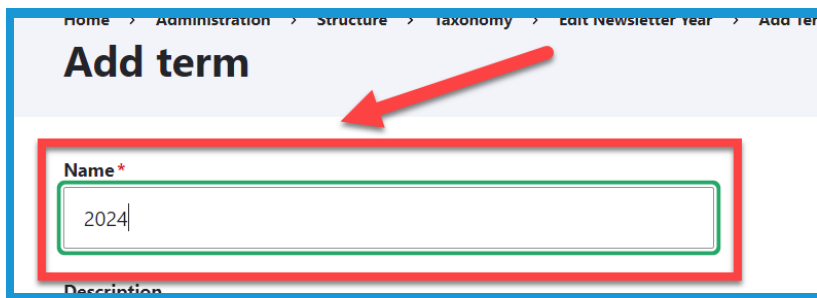
2. Place your mouse over **Structure (1)** in the upper left. Then place your mouse over **Taxonomy (2)**. Finally, click **Newsletter Year (3)**.



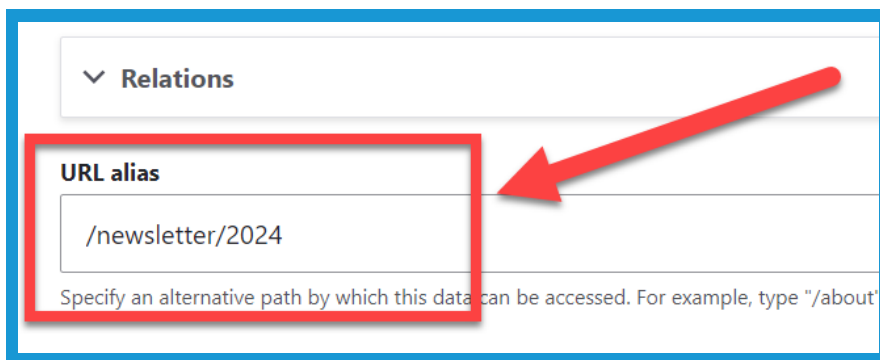
3. Click **Add term** at the top left of the new page.



4. Type **2024** into the **Name** field.



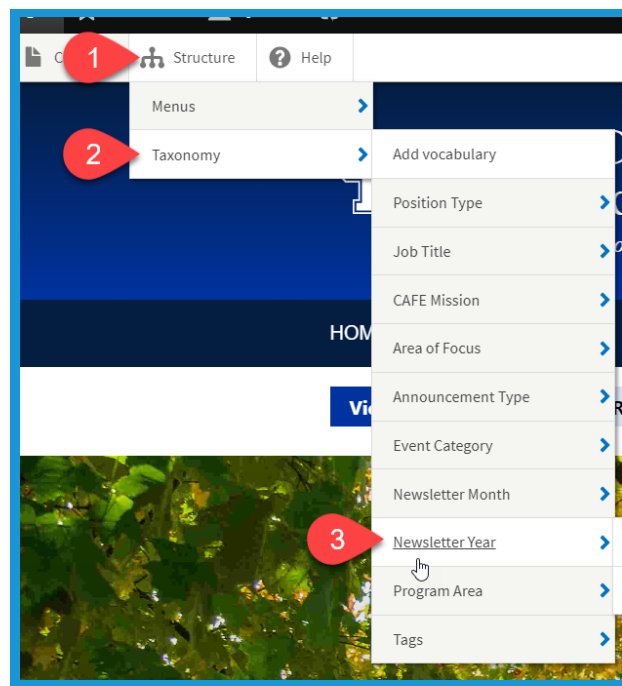
5. In the **URL alias** field at the bottom of the page enter **/newsletter/2024**.



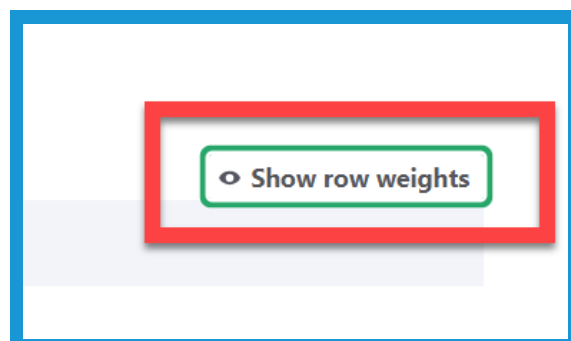
6. Click **Save** at the bottom of the page.



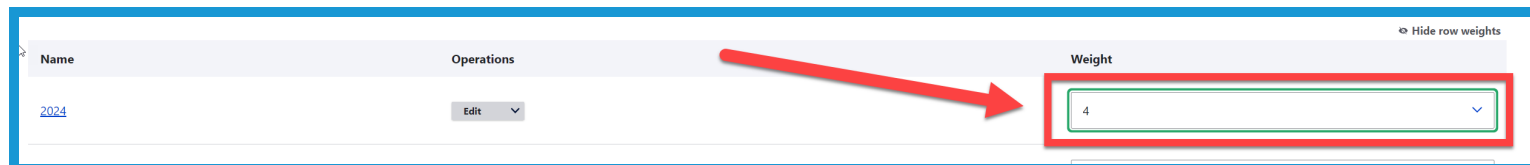
7. Place your mouse over **Structure (1)** in the upper left. Then place your mouse over **Taxonomy (2)**. Finally, click **Newsletter Year (3)**.



8. On the far right side of the screen click **Show row weights**. If the button is labeled **Hide row weights**, skip this step.



9. Locate 2024, and click the dropdown under **Weight**. Then select **4** to put the year at the bottom of the dropdown menu.



Name	Operations	Weight
2024	Edit ▼	4 ▼

10. Click **Save** in the bottom right corner.



[2023](#)

[Save](#) [Reset to alphabetical](#)