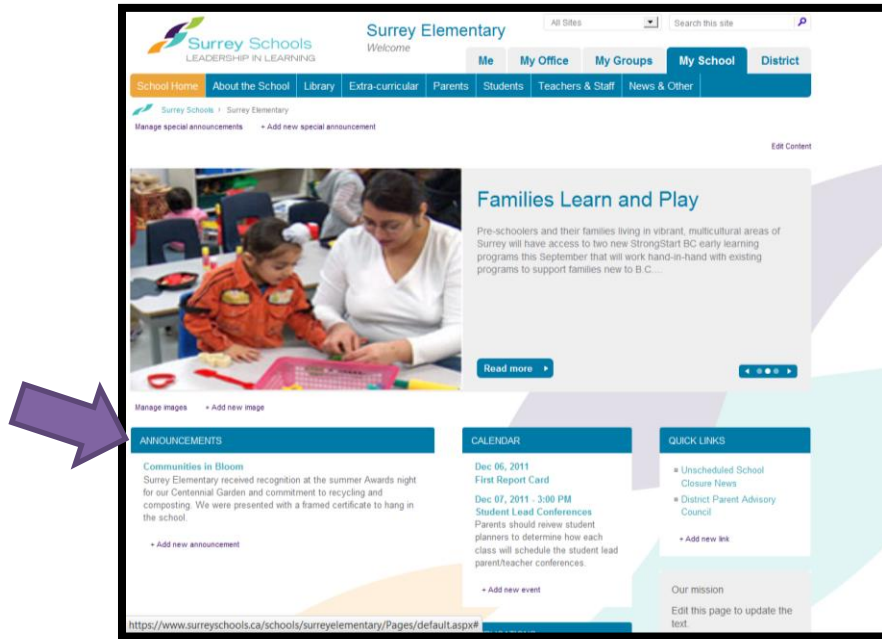


How to Add an Announcement

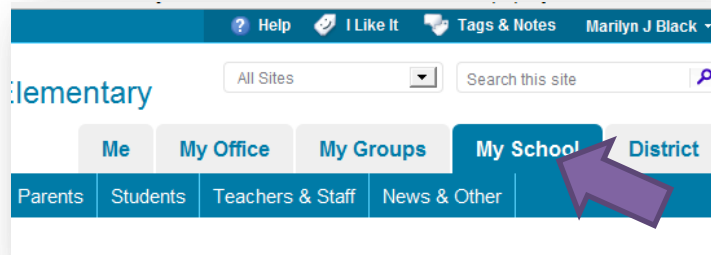
- This document will guide you through adding an announcement to your school home page.
- Announcements can be found in the bottom left of your school home page.



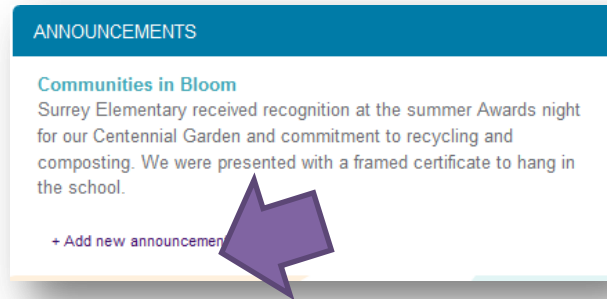
- Announcements allow you to communicate directly with visitors of the website items of interest that you want to communicate.
- An expiry date can be entered to remove the announcement from your web-page once that date is met.
- Announcements can NOT be formatted on the school home page. SurreySchools.ca has a default format for announcements.

Note: Only staff that have permissions to add an announcement will be able to add announcements to the school home page.

1. Once you have signed into SurreySchools.ca select the **MySchool** tab in the top right corner of your page to begin work on your school website.



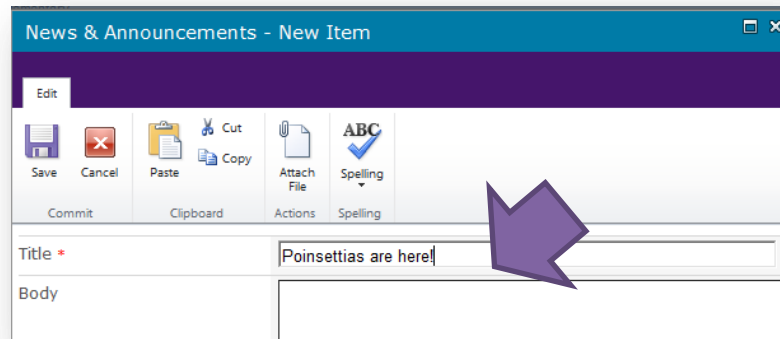
2. To ADD a new announcement click on the **Add new announcement link**.



NOTE: the link will not be displayed if you do not have permission to add an announcement OR if you are not signed into SurreySchools.ca

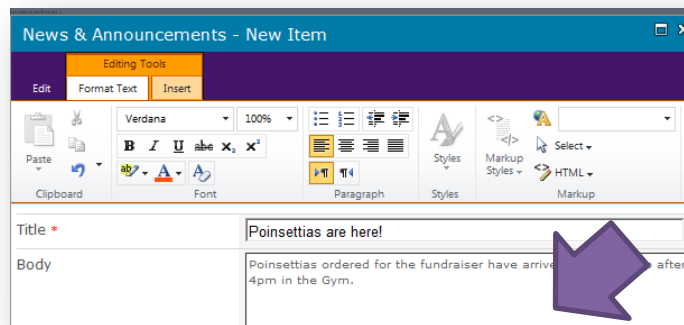
3. A window will appear that requires you enter a **TITLE**.

The title will appear highlighted and in a different color when the announcement appears on the school home page.

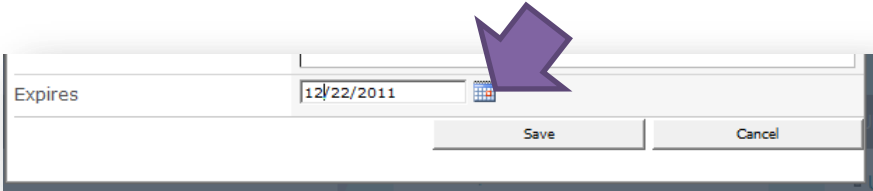
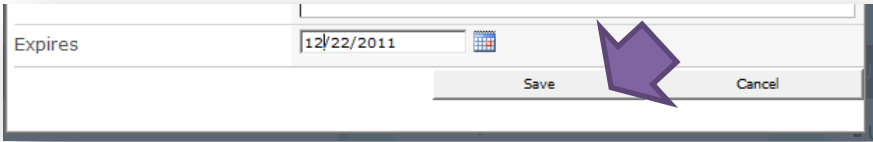


NOTE: You do not have the option to change the color or format of the title.

4. Once the title is entered you can then enter the **BODY text** that will display under the title for your announcement on the school home page.



NOTE: You CAN modify the format of this text using the tools that appear on the top of the window. HOWEVER the formatting will only show when a user selects the announcement and chooses to see more detail. The school home page will only display an announcement using default text formatting.

<p>5. Enter the date the announcement should no longer display in the Expires field OR select the date using the calendar button to the right of the field.</p>	 <p><i>NOTE: The announcement will be displayed as soon as it is saved. It will display indefinitely unless an expiry date is entered for the announcement.</i></p>
<p>6. Click on SAVE to save the announcement and return to the school home page.</p>	
<p>7. The formatted announcement will appear on the school home page until the expiry date entered.</p>	