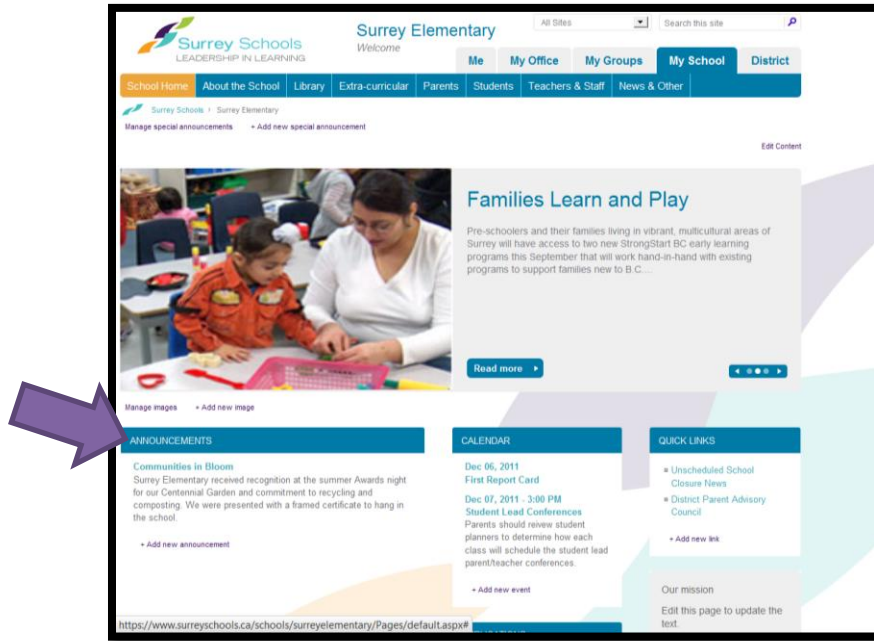


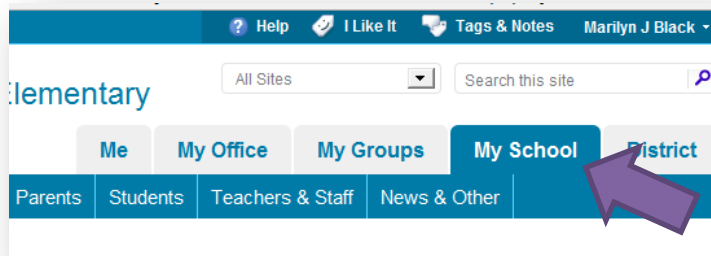
## How to Delete an Announcement

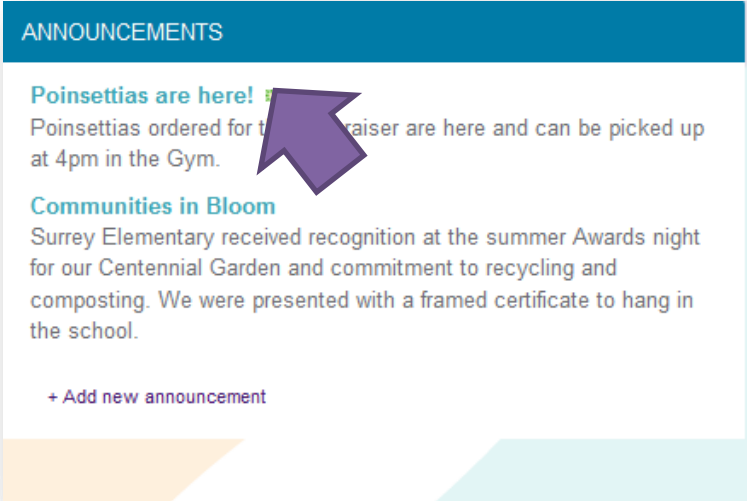
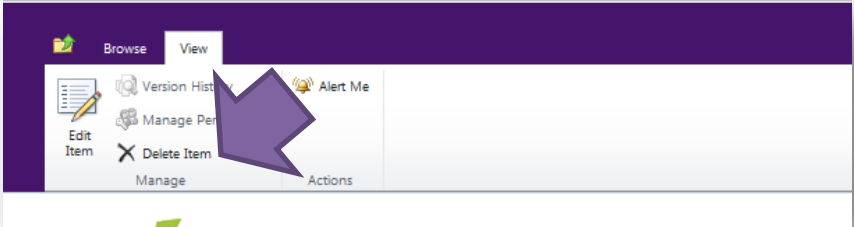
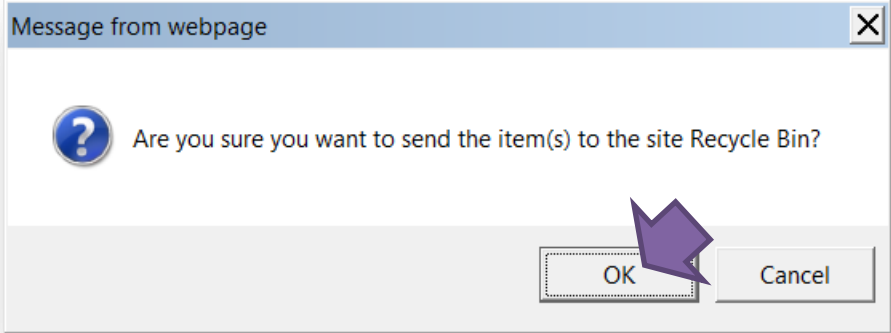
- This document will guide you through deleting an announcement to your school home page.
- Announcements can be found in the bottom left of your school home page.



*Note: Only staff that have permissions to delete an announcement will be able to delete announcements from 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.



<p>2. To <b>DELETE</b> an existing announcement click on the <b>TITLE</b> of the announcement you would like to remove.</p>	 <p><b>ANNOUNCEMENTS</b></p> <p><b>Poinsettias are here!</b> Poinsettias ordered for the fundraiser are here and can be picked up at 4pm in the Gym.</p> <p><b>Communities in Bloom</b> Surrey Elementary received recognition at the summer Awards night for our Centennial Garden and commitment to recycling and composting. We were presented with a framed certificate to hang in the school.</p> <p>+ Add new announcement</p>
<p>3. A “News &amp; Announcements” window will appear with the announcement you selected displayed.</p> <p>Click on the <b>Delete Item</b> option on the left of the ribbon that appears.</p>	 <p><i>NOTE: If you do not have permission to delete announcements the edit ribbon will not display.</i></p>
<p>4. Click on <b>OK</b> to move the selected announcement to the recycle bin (delete it).</p>	

5. You will be returned to the school home page. The deleted announcement will no longer appear on the school home page.

## ANNOUNCEMENTS

### Communities in Bloom

Surrey Elementary received recognition at the summer Awards night for our Centennial Garden and commitment to recycling and composting. We were presented with a framed certificate to hang in the school.

[+ Add new announcement](#)