

Announcement Management

How do I view an announcement?

To view an announcement, follow these steps:

1. Go to Announcements on the left navigation bar.
2. Find the announcement you'd like to view:
 - a. Search via the search bar.
 - b. Scroll down to find the announcement.
 - c. Filter results by year by expanding the Show Advanced Options arrow.

Announcements



^ HIDE ADVANCED OPTIONS

Year

All



Results per page

10



3. Click on the blue arrow icon on the announcement you'd like to view.

Announcements



^ SHOW ADVANCED OPTIONS

Title

Date/Time

New Years Party Invite

12/11/2023 at 11:30 AM



Holiday Party

11/16/2023 at 03:45 PM



New member recruitment

10/20/2023 at 10:45 AM



Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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