

Announcement Management

How do I add an announcement?

To add an announcement, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Announcement under the Organization Management heading.
3. Click on the green Add Announcement button.

Announcements



ADD ANNOUNCEMENT

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	

4. Enter information about your event, including:
 - a. Title
 - b. Description
 - c. Attach a file (if applicable)
5. Once finished, click on the blue Add Announcement button.

