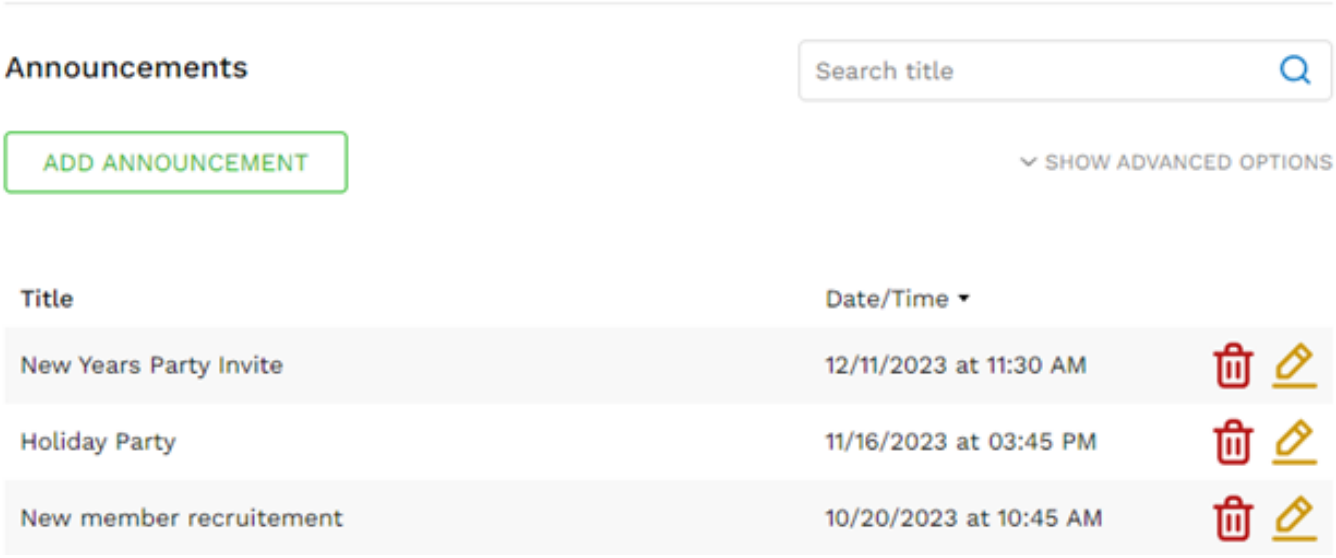
Announcement Management

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.



4. Enter information about your event, including:

a. Title

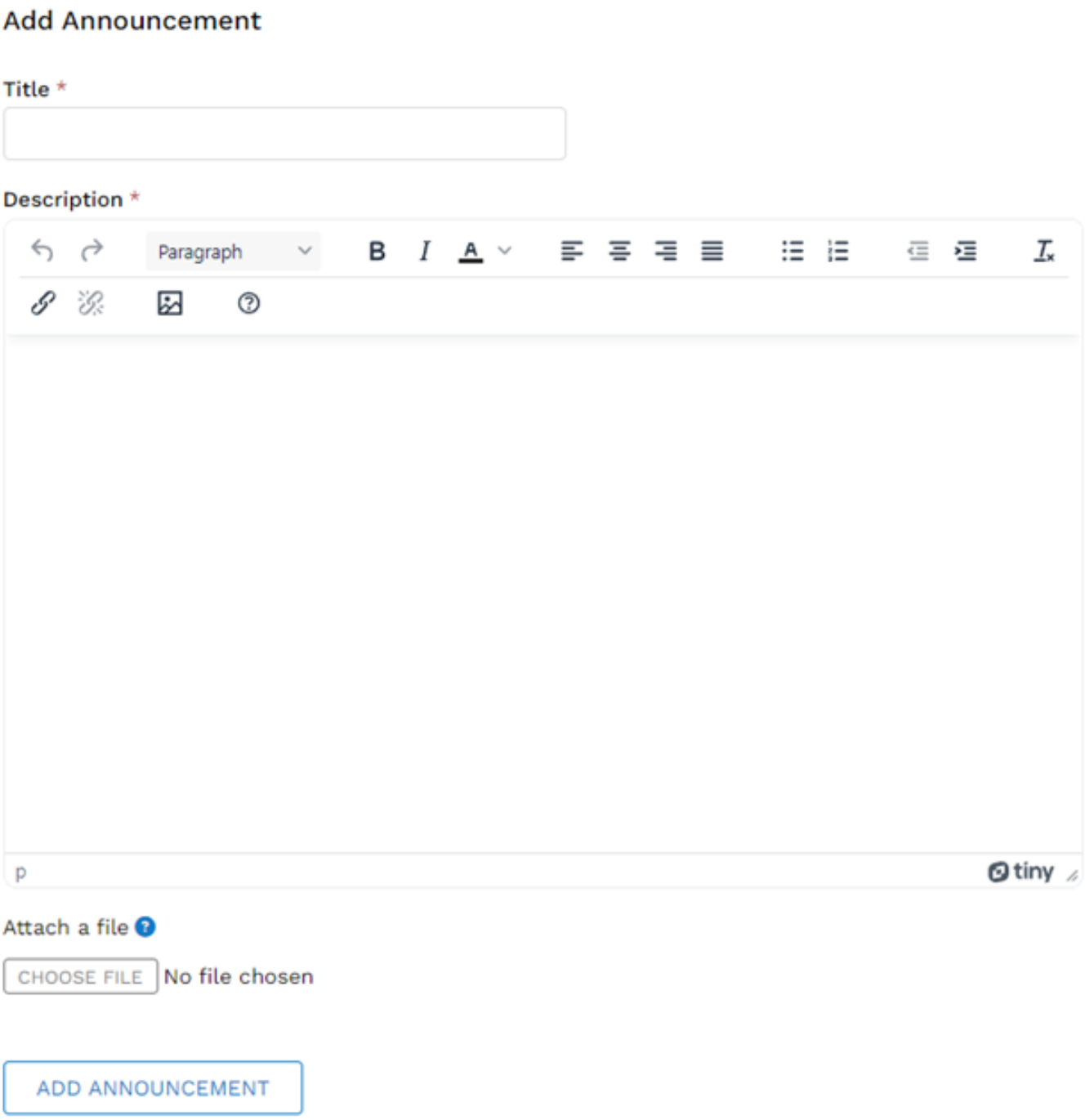
b. Description

c. Attach a file (if applicable)

5. Once finished, click on the blue Add Announcement button.

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Announcement Management



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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Author: n/a
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