

# 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.

