Announcement Management

How do I edit an announcement?

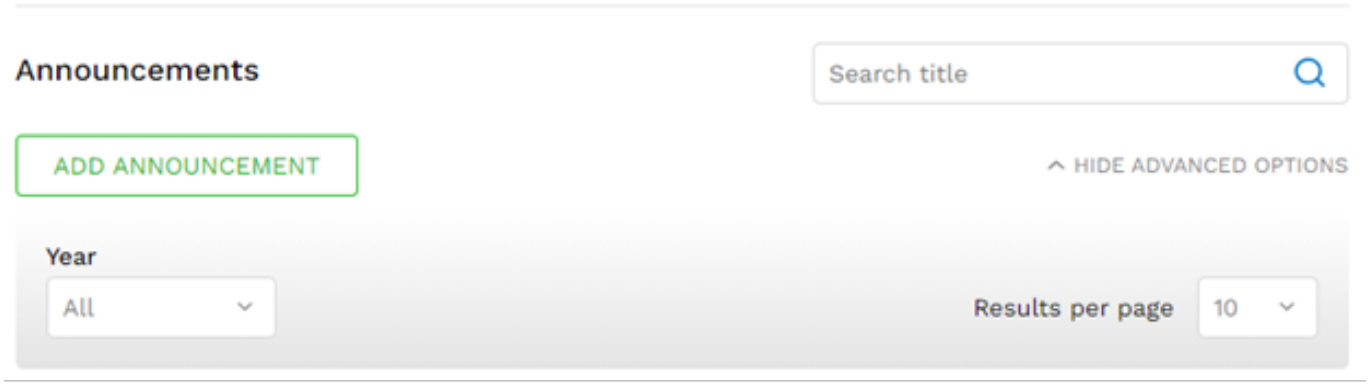
To edit an announcement, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Announcement under the Organization Management heading.
3. Find the announcement you'd like to edit by:

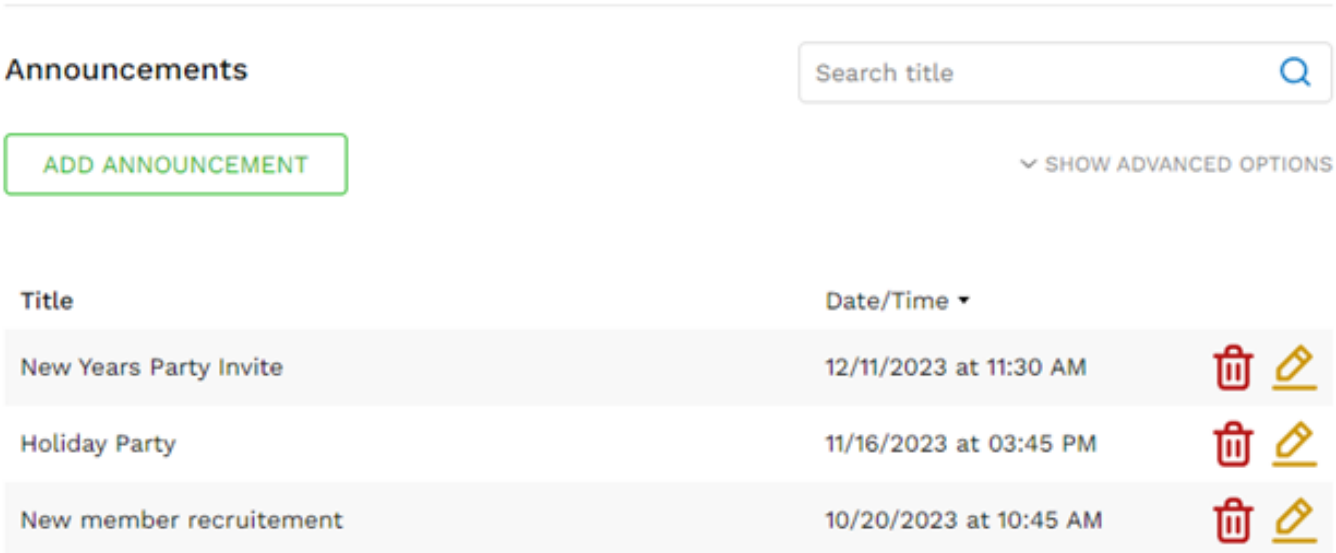
a. Scrolling down the list of Announcements (sorted by most recent date by default)

b. Searching for an event using the search bar

c. Filter the results by Year or change the number of results on the page by expanding the Show Advanced Options arrow.



4. Click on the yellow pencil icon.



5. Edit your announcement in the following fields:

a. Title

b. Description

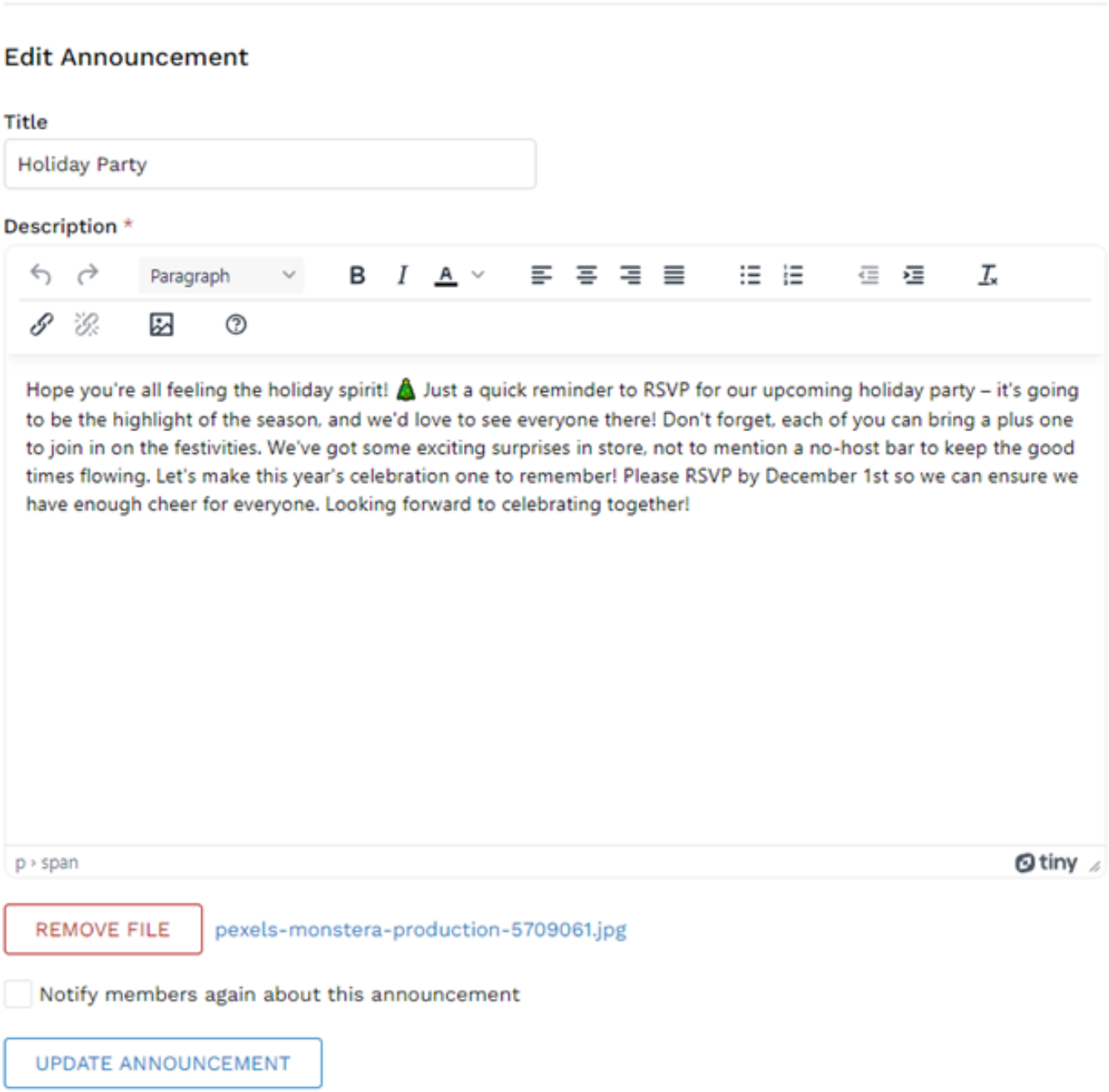
c. File (if applicable)

6. Choose to notify members again about this announcement now that you've changed event details by checking the box titled, Notify members again about this announcement.

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7. Once finished, click on the blue Update Announcement button.



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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