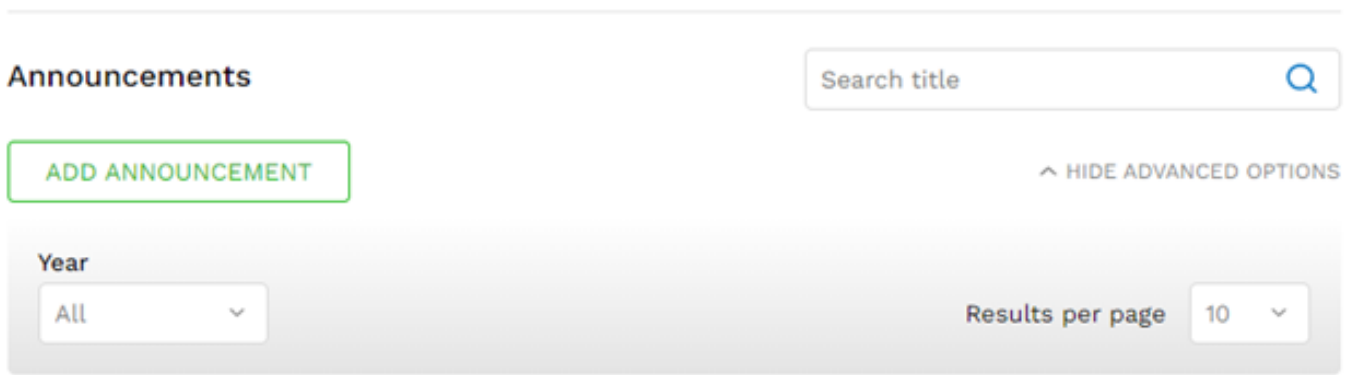


Announcement Management

How do I edit an announcement?

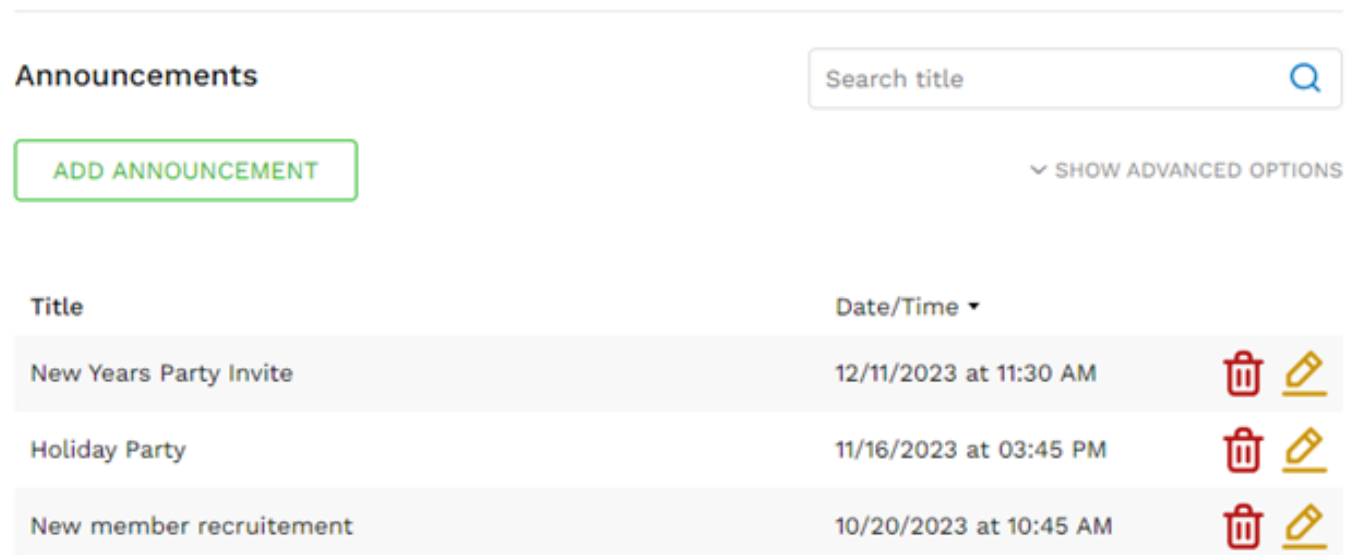
To edit an announcement, follow these steps:

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.









The screenshot shows the 'Announcements' management interface. At the top left is the heading 'Announcements'. To its right is a search bar labeled 'Search title' with a magnifying glass icon. Below the heading is a green button labeled 'ADD ANNOUNCEMENT'. To the right of this button is a link that says '^ HIDE ADVANCED OPTIONS'. Below the 'ADD ANNOUNCEMENT' button is a 'Year' filter dropdown menu currently set to 'All'. To the right of the year filter is a 'Results per page' dropdown menu currently set to '10'.

4. Click on the yellow pencil icon.



The screenshot shows the 'Announcements' management interface with a list of announcements. At the top left is the heading 'Announcements'. To its right is a search bar labeled 'Search title' with a magnifying glass icon. Below the heading is a green button labeled 'ADD ANNOUNCEMENT'. To the right of this button is a link that says 'v SHOW ADVANCED OPTIONS'. Below these elements is a table with the following columns: 'Title', 'Date/Time', and two icons (trash and pencil). The table contains three rows of announcements.

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		

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.

Announcement Management

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

Edit Announcement

Title


Holiday Party

Description *

← → Paragraph ▼ **B** *I* A ▼ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

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Hope you're all feeling the holiday spirit! 🎄 Just a quick reminder to RSVP for our upcoming holiday party – it's going to be the highlight of the season, and we'd love to see everyone there! Don't forget, each of you can bring a plus one to join in on the festivities. We've got some exciting surprises in store, not to mention a no-host bar to keep the good times flowing. Let's make this year's celebration one to remember! Please RSVP by December 1st so we can ensure we have enough cheer for everyone. Looking forward to celebrating together!

p > span 

REMOVE FILE

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Notify members again about this announcement

UPDATE ANNOUNCEMENT

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.

Unique solution ID: #1036

Author: n/a

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