

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 search bar is a green button labeled 'ADD ANNOUNCEMENT'. To the right of this button is a link that says '^ HIDE ADVANCED OPTIONS'. Below the search bar and 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' list table. 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 search bar is a green button labeled 'ADD ANNOUNCEMENT'. To the right of this button is a link that says 'SHOW ADVANCED OPTIONS'. The table has two columns: 'Title' and 'Date/Time'. There are three rows of announcements. Each row has a red trash can icon and a yellow pencil icon to its right.

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.

