Announcement Management

How do I delete an announcement?

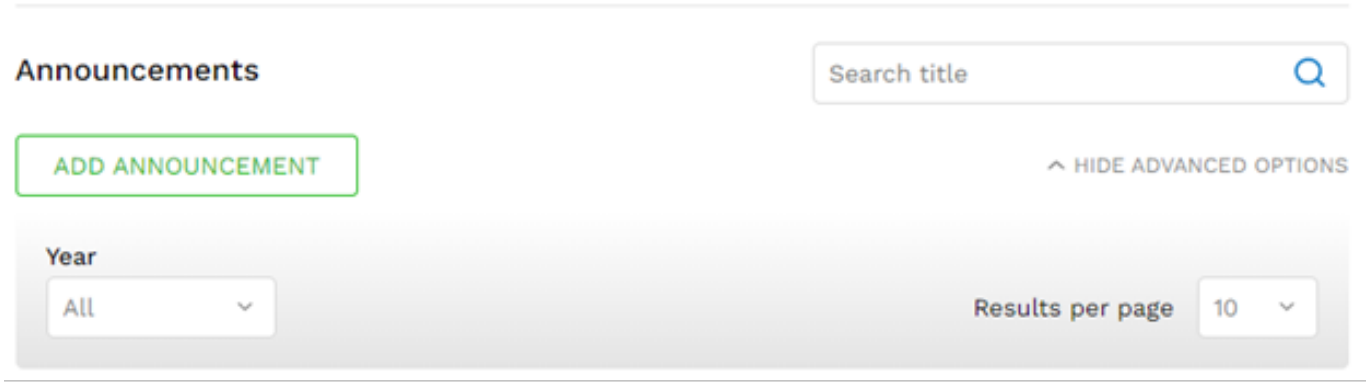
To delete an announcement, follow these steps:

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:

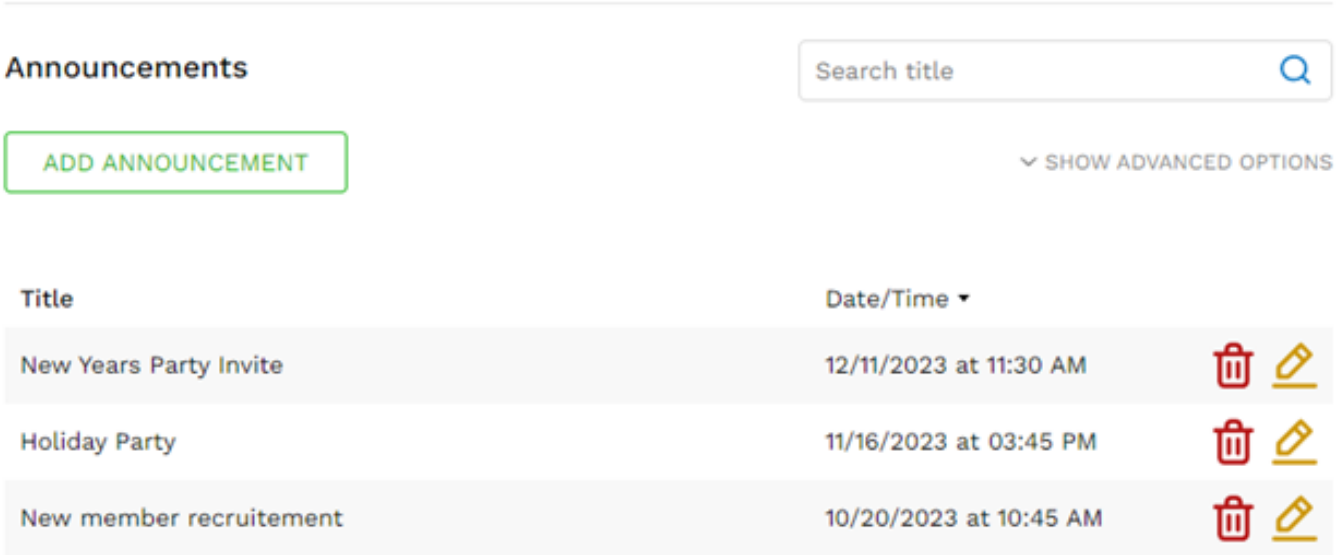
a. Scrolling down the list of Announcements (sorted by most recent date by default)

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 red trash bin icon.
5. Click on the red Yes, Remove button. If you've selected the wrong announcement to remove or you've changed your mind on removing an announcement, click on the gray Cancel 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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