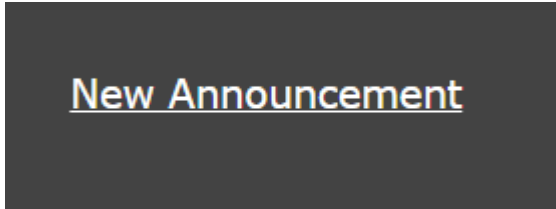


Making an Announcement

1. Be signed in as a user with admin privileges.
2. Navigate to the landing page where announcements are shown
3. Click the “New Announcement” link below the list of announcements. (This link is only available once the user is signed in as an admin)



4. You will be taken to a page where you can create the announcement. Fill in the text boxes called Title and Announcement.

New Announcement

Title

Announcement

Publish date

 — :

Create Announcement

[Back](#)

Click Create Announcement and you will be redirected back to the home page and your new announcement will be there.