



## Create Bulletin Using Templates

From the Dashboard or Menu:

1. Select 'Bulletins'. 
2. Select 'Create'. 
3. Name your bulletin. Note: This will appear as the bulletin title on

your App. 

4. Click 'Select' under your chosen template.



5. Refer to the Help Menu to add text and images.
6. You may enter an expiration date and the system will automatically archive your bulletin on the date entered.

Expiration Date & Time :

7. When you have completed your bulletin, choose whether you would like to display it on your App or keep it private by clicking the appropriate radio buttons. ☒ Private ☐ Public

8. If you choose Public you may pick a date to publish it.

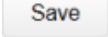
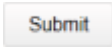
\* Publish On:   
(MM/DD/YYYY)

9. If Category Level appears, choose an appropriate category from the drop down menu.

Category Level:

Miscellaneous



10. If you choose to keep your bulletin Private click 'Save'.  If you choose Public click 'Submit'  and your bulletin will be displayed on the App.