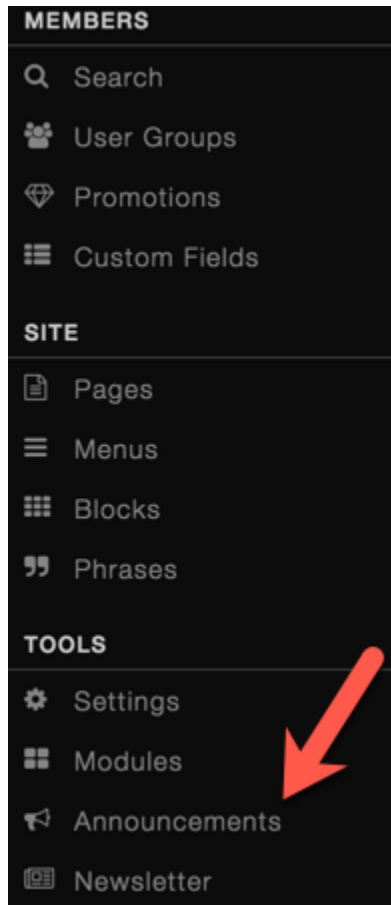


# Adding and Managing Announcements

This tutorial will show you how to add and manage Announcements for your site. These are on-site announcements and are not sent out by emails (Newsletter). These show based on the settings you set when creating the Announcement.

- [Adding an Announcement](#)
- [Editing, Deleting, Enabling or Disabling Announcements](#)
- [Allowing Users to Close Announcements](#)
- Click Announcements to get to the Announcement section. Once there, you can follow the below tutorials to add and manage your announcements.



## Adding an Announcement

- To make a new announcement, click New Announcement on the top right of the screen.



- Fill in the Subject for this Announcement for each language you have installed.

A screenshot of the form for adding an announcement. The form has a light gray background. The first section is labeled 'Subject' and contains the text 'Happy Thursday!'. Below this, there is a section for 'English (US)' which is currently empty.

- Fill in the Intro text, for each language you have installed, which is usually just a short introduction to the announcement.

## Intro

English (US)

Just a very happy Thursday notice to all!

- Fill in the Announcement main text now for each language installed.

## Announcement

English (US)

Well it's Thursday! Awesome to be here and see all of you logging in every day with us. Tomorrow is Friday and so close to the weekend!

- Set to Display Options to Active Yes/No depending on whether you want to activate it now or post it later.

## Display Options

\*Active:

Yes

No

- Set the Start Date and Time.

Start Date:

8/12/2016

at

07

:

24

- Target Viewers - select from the drop down menu which user groups you want to be shown this announcement or leave it at All User Groups.

## Target Viewers

User Groups:

All User Groups

- Location - choose which country you want this to show to or you can keep it at Any to show to all.

Location:

Any

- Gender - choose which gender should see this or leave it at Any.

Gender:

Any

- Age Group Between - choose the ages that should see this or leave it at Any.

Age Group Between:

Any

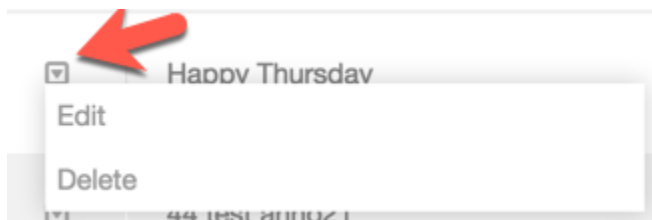
»

Any

- Submit when done and [clear cache](#).

## Editing, Deleting, Enabling or Disabling Announcements

- To Edit or Delete an announcement, click to the left of it and choose either Edit or Delete.



- To enable/disable an announcement, click the button to the far right of the announcement. Red is enabled and gray is disabled.

## Allowing Users to Close Announcements

In order to allow users to close the announcements after they view it, you would need to go in the [User Group Settings](#) for each user group. Once in the user group settings screen from that linked tutorial, find the following:

- Announcement - click to see the settings available which will open to the right.
- Set to Yes or No the setting **Are members of this user group allowed to close the announcements block in the dashboard?**
- Set to Yes or No the setting **Can browse and view announcements?** (this setting totally disables them from seeing any announcements if you set it to No)

