How to create an Announcement

This assumes you are already logged in as the Admin user and are logged into the AdminCP.

First of all, from your **AdminCP>Apps>Announcement>**Click on **New Announcement,** then a pop-up will appear and you have to fill in all the required information fields include: S**ubject, Intro and** **Announcement Content.**

Note: Apart from English, you can choose other languages to display the announcement.

Next, let's move to the **Display Options.** First, please enable the **Active** field, then pick up a **Style** that is suitable for the announcement. The platform has 4 typical styles: **Infor, Danger, Warming and Success.** For the feature **"Can Be Closed"**, toggle it on if you allow users to close the announcement and toggle it off if you disallow users to close it from the user homepage.

Please do not forget to set up the start **Date and Time** for the announcement.

After that, please set up for **Target Viewers.** You can choose **All User Groups** to public the Announcement for all users or choose **Selected User Groups** to apply it for some specific user of groups. With **Location**, you can bypass it due to it's not a required field. Next is **Gender**, please select **Any** for all genders or you can pick **a typical gender** to see the announcement. Finally is the field **Age Group Between**, choose **All for no age limitation** or you can select an average for it if you want.

Last but not least, click on the button **Add Announcement** to complete the creation.

Now, please go to the **Front end of your phpFox site** to see the how the announcement displays, kindly note that the announcement is always displayed at the top of the **Member Home Page.**

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Tips: If you could see your Announcement, please clear All Caches and rebuild Core Theme.