

Creating an Announcement Notice

1. Log into your administrative side of your Just Between Friends account. (See Login instructions if in need of additional information).
2. Click on the Notice Tab.
3. Click on red words **Create a New Group Notice**

View the following diagram as a guide to fill in your notice page.

1

Select the radio (round) button for Announcement.

2

Very Important: Choose your group you wish to communicate with by placing a check mark in the box to the left of the group you wish the message sent to. By placing a check mark in a check box (move your mouse over the box and click) every group with the check and every group **under** that checked group will receive the notice. So in this screen shot if you click on the box to the left of the Unit USA every group under the Unit USA will receive the message.

Once you select the check box you click on the Accept Recipient List button. Now to the right you will see the selected groups in the right hand box.

If you wish to change the selected groups a button will appear in the right hand box "Change Recipient List" button and repeat from the beginning of Step 5 here.

3

Subject: This text will appear in the subject line of any email sent out for this notice. Also you will see this on the Start Page for each member. Remember the Start Page is the first page you see after you log into the system.

4

Notice Description: In this field you will put in a description which will appear as a title on an email sent out for this notice, as well as the clickable description on the Start Page. On the Start Page, clicking on these words takes you to the full description of the event entered in the body of the message in step 8.

5

Your Complete Message: Here is where you place all the detail of your event. Please try to be as complete as possible. Do not hesitate to repeat the previous information for reinforcement.

When the Notice Will Appear On the Start Page:

6

Start to display notice: Put in the date and time when you would like the notice to appear on the Start Page.

7

Remove notice from display from the Start Page: Remove notice from display: Put in the date and time when you would like the notice to disappear from the start page.

8 Send Email Alert: Most admins wish to also send an email for each notice. To do this click on the check box to the left of these words (placing a check in the box) and receive an expanded selection.

When to send initial email alert: You can choose to send immediately or later date.

9 Send Email Reminder: You get to check up to three alerts to be sent before the actual event. Note that the alerts will be combined with any other reminders from other admins. Initial emails will not be combined with others, just reminders.

10 What Do You Want the Email Reminder To Say?: You can choose from four options for your reminders by moving your pointer over the radio button you desire and click:

- Same as the original subject
- Same as the original notice description
- Same as the full body notice
- Let me customize the reminder

Reply Options:

11 Choose how or if you want members to be able to reply to the notice. The default is: I will not accept email replies to this message. To change this option move your cursor over the radio button of your choice and click.

12 You can move the pointer over the check box and click. This will put a check mark in the box and include your phone number.

13 If you are happy with the notice click on the button Send/Post Notice or if you would like to change anything you wish about the notice do so now or choose the Cancel button to end the notice creation.

HINTS:

- Send only PTA worthy notices
- Reply Options should be used prudently. How many possible replies could you get? But this is a great option for homeroom moms.
- Notices can scheduled and planned far in advance. Take advantage of this.

ADD A GROUP NOTICE V 2.0 BETA

1 TYPE OF NOTICE

- Event
- Deadline
- Announcement

WHEN IS THE EVENT?

Begin Event **2** End Event **3**

Begin has time End has time

Request to have this item included in the next newsletter

4



5

<input checked="" type="checkbox"/> Unit USA <input type="checkbox"/> First Grade <input type="checkbox"/> Kindergarten <input type="button" value="Accept Recipient List"/> <small>Notices will be sent to all checked groups and any groups (subgroups) below the checked group.</small>	<p>Your notice will be sent to the groups listed above.</p>
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SUBJECT **6**

50 characters remaining

NOTICE DESCRIPTION **7**

250 characters remaining

YOUR COMPLETE MESSAGE (BODY OF EMAIL)

Your email body also shows up when somebody clicks on the notice on their personal StartPage and Calendar.

8

Words: 0 Characters: 0

WHEN THE NOTICE WILL APPEAR ON THE STARTPAGE

Start to display notice **9** 12:00 AM **10** Remove notice from display 12:00 AM

SEND EMAIL ALERT

If you would like to accompany this notice with an e-mail alert, please check the "Send Email Alert" checkbox.

11 Send Email Alert

NOTICE PRIVACY DEFINITION

- Private
- Group-Public
- Full-Public

SEND EMAIL REMINDER

You may select up to three reminders for this notice after the initial alert. (Reminders will be sent at 3:00 AM Eastern Time)

12 Day of Event 1 Day Before 2 Days Before 3 Days Before 5 Days Before 7 Days Before 14 Days Before

WHAT DO YOU WANT THE EMAIL REMINDER TO SAY?

Choose what to display on the reminder when it goes out.

13 Same as the original subject
 Same as the original notice description
 Same as the full body notice
 Let me customize the reminder

REPLY OPTIONS

14 Choose how or if you want members to be able to reply to this notice.
 I will accept replies by email. Use my email address as the Reply-to address.
 I will not accept email replies to this message.

15 I will accept phone replies. Include my phone number.

16

