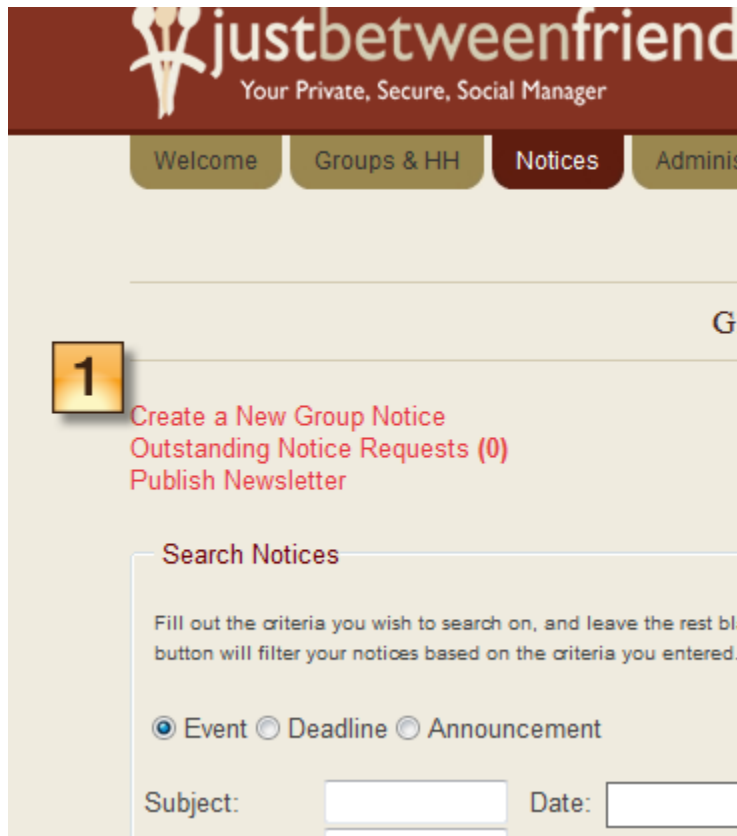


How to Create an Announcement Notice

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.



justbetweenfriend
Your Private, Secure, Social Manager

Welcome Groups & HH Notices Adminis

1
Create a New Group Notice
Outstanding Notice Requests (0)
Publish Newsletter

Search Notices

Fill out the criteria you wish to search on, and leave the rest blank. The search button will filter your notices based on the criteria you entered.

Event Deadline Announcement

Subject: Date:

- 3.

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

1

Select the radio (round) button for deadline. Note the blue fill.

2

An Deadline requires a beginning date. Note the calendar icon to the right. Click on this icon, and select your date.

3

An event requires an ending date. Note the calendar icon to the right. Click on this icon, and select your date.

You may also add a beginning time by putting a check mark in the check box to the left of the words "Ending has a time". Using the drop down menu choose the times and AM or PM.

4

Any notice may be submitted to the administrator of the newsletter of your group to be included in your groups newsletter. The two items that should be attended to here if you want the notice included in the next newsletter, is: 1. A check mark at the left of "Request to have the item included in the next newsletter" and 2. Then you should also use the date field to select the drop dead date for entering the notice in the newsletter. In other words if the administrator of the newsletter cannot get the notice in a newsletter before the listed date then do not add the notice.

5

Very Important: Choose your group 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.

6

Subject: Here this will appear in the subject line of any email request with 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.

7

Notice of Description: In this field you will put in a description which will appear in title form on an email submitted as well as the clickable description on the Start Page. On the Start Page when you click on these words will take you to the full description of event you will put in the body of the message in step 8.

8

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.

9

When the Notice Will Appear On the Start Page: Start to display notice: Put in the date and time for when you would like the notice to appear on the start page.

10

When the Notice Will Appear On the Start Page: Remove notice from display: Put in the date and time for when you would like the notice to disappear from the start page.

11

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.

12

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.

13

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

14

Reply Options: 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.

15

Reply Options: 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.

16

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 or choose the Cancel button to end the notice creation.

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

Unit USA

First Grade

Kindergarten

Notices *will* be sent to all checked groups and any groups (subgroups) below the checked group.

Your notice will be sent to the groups listed above.

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

9 Start to display notice 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

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 be scheduled and planned far in advance. Take advantage of this.