

# Creating Notices

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There are three basic types of communications under notices Event, Deadlines and Notices. The following table will contrast and compare:

	Event	Deadline	Announcement
<b>Date</b>	Yes (Beginning and End)	Yes (End)	No
<b>Time</b>	Yes	Yes (Ending Only)	No
<b>Inclusion in Newsletter</b>	Yes	Yes	Yes
<b>Send to Specific Groups</b>	Yes	Yes	Yes
<b>Email- Option</b>	Yes	Yes	Yes
<b>Display on Start Page</b>	Yes	Yes	Yes
<b>Modifiable</b>	Yes	Yes	Yes
<b>Email Reminders Available</b>	Yes	Yes	Yes
<b>Reply Options</b>	Yes	Yes	Yes
<b>Preview</b>	Yes	Yes	Yes

## Instructions

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1. Log into your admin account.
2. Click on the notices tab towards the top of your page.
3. Click on Create a New Group Notice.
4. On the page which is returned to you begin at the top and answer the questions for each field from top to bottom and then left to right. Choose and answer the following questions on the page:
  - a. Event Type

- i. Event, Deadline, Announcement
- b. Time if appropriate.
  - i. Event – if it has a start and end time
  - ii. Deadline – if it has an end time.
  - iii. Announcement – does not have this option
- c. Newsletter inclusion request
  - i. May may choose to have it submitted to a newsletter at a later date.
- d. Group to notify
  - i. Check mark the group (and its subgroups will automatically be selected) that you wish to receive and/or see the notice. This includes both the email version if one is sent and the notice posted on the Start page of the member account.
- e. Subject
  - i. Think in terms of an email subject.
- f. Notice Description
  - i. This will be the description as it appears on the members Start Page.
- g. Body of the notice
  - i. Put the full text of the notice here. Such as place, description and/or purpose of the notice
- h. When the Notice will appear on the StartPage
  - i. Enter a day and you may further add a time that the notice will be posted to Start Page.
  - ii. Enter a day and you may further add a time that the notice will be pulled from the Start Page.
- i. Send Email Alert
  - i. You may or may not send an email alert. If checked:
    - 1. You may choose to send immediately or fill in the date and time you would like it to go out.
- j. Send Reminder

- i. Additionally you may elect to have up to three reminders sent. Select these by checking the appropriate boxes which represent the days before the event/deadline or notice.
  - k. Choose what to display on the reminder when it goes out
    - i. Same as the original subject
    - ii. Same as the original notice description
    - iii. Same as the full body notice
    - iv. Let me customize the reminder
- 5. Reply Options
  - a. The notice may be sent without the ability for the member to reply.
    - i. Option One: I will accept replies by email. Use my email address as the Reply-to address.
    - ii. Option Two: I will not accept email replies to this message (This is the default option)
  - b. By selecting this option: I will accept phone replies. Include my phone number. Will be allowing their phone number to be posted