

How To Use the Announcements Database

1. Login to www.wrps.org/admin
2. Click on the “**Announcements Database**” link on the left side bar.

The screenshot shows the WRPS Admin interface. On the left is a dark sidebar with a list of navigation links: Navigation Builder Home, Calendar Admin, Lunch Menu Admin, File Uploads, User Accounts Admin, Members Database, **Announcements Database** (highlighted with a red box), Banner Graphic Library, Inside Banner Graphic Library, Help Manual, Change Password, CMS4Schools Support, and Log Out. The main content area is titled "You are currently logged in." and "Enhancements". It lists updates from June 2, 2008, May 27, 2008, and May 23, 2008, with details about RSS feed titles, mini-calendar link options, support center updates, and bulletin board approvals.

3. Then click on the “**Add Announcement**” link.

The screenshot shows the "Announcements Database" page. At the top is a navigation bar with links: Home | Schools | For Parents | For Students | For Staff | School Board | PAC | Community. Below the navigation bar is the title "Announcements Database". A dropdown menu for "Category:" is set to "ALL". Below the dropdown are two links: **Add Announcement** (highlighted with a pink box) and "Edit Categories". Below the links, it says "Currently, there are no announcements on record."

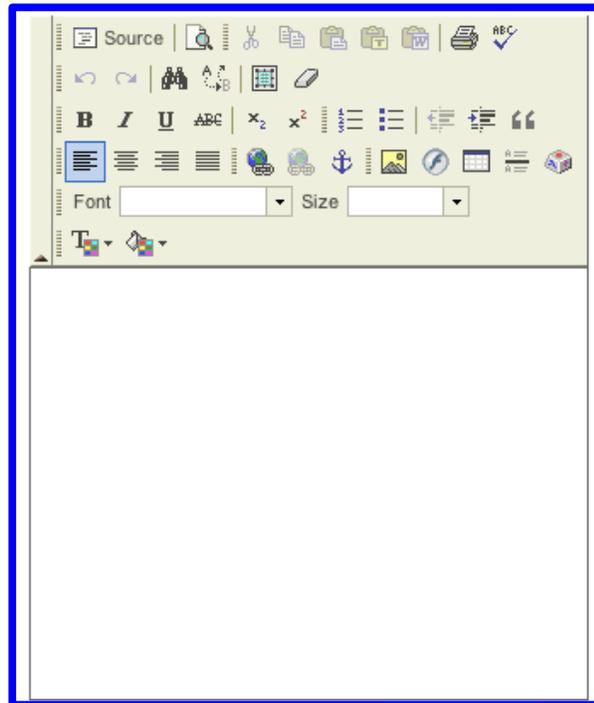
4. Adding an announcement is similar to adding an event in the Calendar Admin tool.

The screenshot shows the "Add Announcement" form. The fields are highlighted with colored boxes: "Category:" (cyan), "Announcement Title:" (green), "Start Date:" (blue), "Start Time:" (orange), "End Date:" (purple), and "End Time:" (red). The "Start Date" field contains "6/18/2008 (m/d/yyyy)". The "Start Time" field contains "12 : 00 AM". The "End Date" field is empty. The "End Time" field contains "11 : 59 PM".

- a. First select the appropriate **Category**. NOTE: There is both a Staff and a Student option for each school, be sure you select the one that is most appropriate. The Staff category is only visible to the staff members while the Student category is visible to everyone. They must be entered separately.
- b. Next, add the **Announcement Title**. The Announcement Title should be (Name of School) Daily Announcements (M/D/YYYY) for both Staff and Student category. An example would be: Lincoln High School Daily Announcements 6/18/2008.
- c. Next, select the **Start Date** (which will always be the date you are adding the announcement), the **Start Time**, the **End Date** and **End Time**. An example would be: Start Date: 6/18/2008, Start Time: 12:00 AM through End Date: 6/19/2008, End Time: 12:00 AM. This announcement would be out all day on the 18th.

Announcement:

You are currently using Editor # 2.
[Click here to use Editor # 1.](#)



Graphic:

Browse...

Your graphic must be a .jpg or .gif file
If your photo is wider than 150 pixels, it will be scaled down accordingly.

Graphic's Alt Text:

(shows up when users put their mouse on the image)

Optionally link the graphic and title to:

Url:

(don't forget the http://www.)

Type:

Opens in New Browser Window

Opens in Existing Browser Window

Add

Reset

- d. Next type in your announcement(s) in the [Text/Graphic Editor](#).
 - e. If you want to upload a graphic in your announcement(s), click the [Browse](#) button to search for your desired picture on your computer.
 - f. If you would like a short description of your graphic you just uploaded, type it in the [Graphic's Alt Text](#) text box. This description will appear when the viewer's mouse moves over the picture.
 - g. If you want the picture to link to another webpage, insert that webpage's URL in the [URL](#) text box. If you want the link to open in a new browser window, select the radio button that says "[Open in New Browser Window](#)", otherwise, select "Open in existing Browser Window"
 - h. When finished click "Add".
5. Once you click "Add" you will see your announcement(s) in a table, you are now finished adding an announcement(s).

Note: When adding a new announcement for each day, make sure the previous announcement is deleted!