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.

3. Then click on the "Add Announcement" link.

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

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 seperatly.

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.

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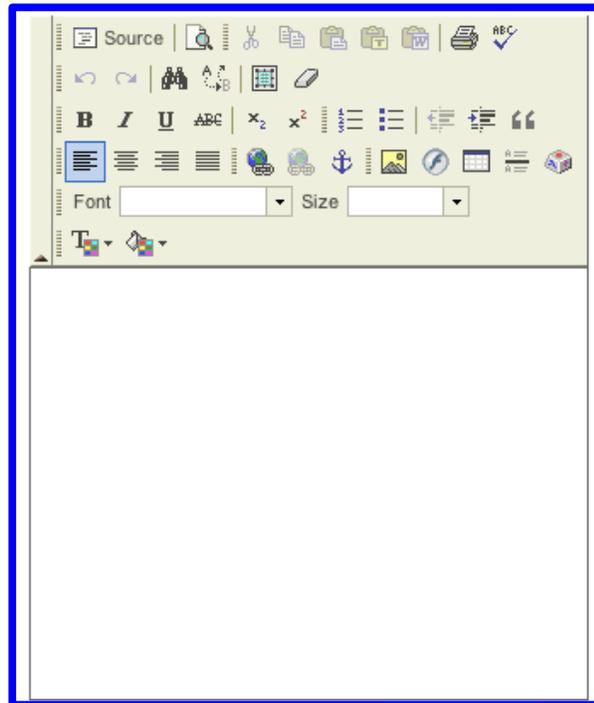
Graphic: [   ] Browse...
Your graphic must be a .jpg or .gif file
If your photo is wider than 150 pixels, it will be scaled down accordingly.

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!