

New Way of Entering Announcements

1. Click on the **logo** at the bottom of the Crews Home page. password (**same as in CIDS). After logging in, the system will display a list of previously entered news items as shown in the graphic below.



Log in as **teacher**, will display a list of

2. Since you want to add a news item, click on the **Add News Item** button in the menu along the left side. The system will display the **Add / Change News Item** page as seen below to the right.

OnMyCalendar Publish Events On Your Website. Easy!

List of News Items

News items are newsletters, single-topic items, announcements, updates, or notes.
- Click on the folder name below to select another folder.
- Click on the Add News Item button (on the left) to add a new news item.
- Click on an item in the list to view, change or delete the item.
- Click on a Preview button to see how a news item will be displayed on calendars.

Folder: News-Daily Announcements

Pub	Eff date	Exp date	Title	Previ
Yes	10/26/06		Step Team	PREVI
Yes	10/24/06		Step Team	PREVI
No	10/23/06	10/25/06	Test	PREVI
Yes	10/17/06	10/18/06	Debate Club	PREVI
Yes	10/17/06	10/17/06	Intramurals	PREVI

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3. This is the form you will fill out to enter an announcement.

- **Title** - Enter a title for your announcement.
- **Effective date** - Enter the date of the event (i.e. Dance line practice is Friday... Friday is the effective date). Your announcement will be read in the morning and posted on the web everyday 1 week prior to Friday including Friday. *The system default is 1 week.*
- **Expiration date** - Leave blank. This is not applicable.
- **Message** - Enter the full text of your announcement. Text will automatically wrap to the next line as you type or you can press Enter to cause a new line. Use the formatting icons to format your text as desired.

Add / Change News Items

Make changes as desired and click the **Submit** button to save. Or click the **Cancel** button to exit and leave data as is. Click on the *Tip* buttons below for suggestions. * = required field.

Folder: News-Daily Announcements

Publish news item *Tip*

Title: *Tip*

Effective date: *Tip* Expiration date: *Tip*

Message:

More info web address: *Tip*

Checkmark to add another news item after Submit

4. When have are comfortable with your announcement, click on the **Submit** button to save it in the system. You will be returned to the List of News Items page.

5. Click on **Log out** to log out of the system.

Note: The process:

Jennifer will download the announcements for the day. She will then convert your announcement for PowerPoint so her anchors can read it. It is then that it gets published to the web (not when you enter it).