



## Announcements on [htpc.org.uk](http://htpc.org.uk)

### What is an Announcement?

Announcements are a useful way to display a message on the homepage either at short notice or share some information for a set period of time.

For example, if a meeting was cancelled at the very last minute, it might be useful to put an urgent alert-style message at the top of the page so that anyone looking to attend might see it!

Announcements can also be used to add a message to the *Notice Board*: this is a special section halfway down the homepage for messages that might need to stay on the page for a while. For example, if there is an advance notice of a road closure, this isn't exactly an urgent message but it would be useful to have it displayed somewhere for a period of time.

All announcements must be created with an expiry date. This is so that they delete themselves automatically when they are no longer relevant or the event has passed etc. You can still delete announcements manually yourself and so you can set one with a long expiry date if you're not sure how long it might be needed for. However, if you have a message that is more or less permanent, consider emailing me ([jake@web-juggler.com](mailto:jake@web-juggler.com)) and we can make it a permanent part of your page (and style it differently!)

### Viewing Announcements

You can view all the current announcements at the top of the announcements page. You can delete an individual message from here as well (it will get you to confirm before you delete it!)

The screenshot shows a web interface for Hillesley and Tresham Parish Council. On the left is a sidebar with navigation links: Dashboard, Profile, Meetings, Announcements (highlighted with a red box), and Happenings. The main content area has a header 'Announcements' with a sub-header 'Add a temporary message to the website homepage or to the notices section.' Below this is a card for 'Parish Council May meeting' with a 'Delete' button. The text of the announcement reads: 'The next meeting will be held on the 19th May at 8.00 pm, Hopkins Hall, Hillesley, 8,00 pm.'

If you need to change an announcement, you'll need to delete the existing one and then simply create a new one modified as you wish!

### Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

[JAKE@WEB-JUGGLER.COM](mailto:jake@web-juggler.com)



## Adding a New Announcement

You can add an announcement using the form at the bottom of the announcements page. You can usually type your message in here directly; however, the spell-check facility isn't great so if you're writing a longer message you could write it in MS Word and then just paste it in.

Scrolling down, you can choose where you'd like this new announcement to be displayed. You can either choose to display it in the noticeboard or at the top of homepage as an alert (or tick both boxes to display in both areas!)

You can also upload a document to be linked to the message. As with all the documents, this must be a PDF. For example, you could upload the official road closure documentation or a map for an event. At the moment you can only upload one document per announcement so please contact me ([jake@web-juggler.com](mailto:jake@web-juggler.com)) if you have a series of documents to share!

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