Adding an Announcement

1. Click **Announcements** button.
2. Click **Create Announcement**.
3. In **Section 1**, type your desired subject in the text box next to **Subject**. This is a required field.
4. Type the message for your announcement in the text box next to **Message**.
5. In **Section 2**, choose ** Permanent** if you would like this announcement to always appear.
6. Choose **Date Restricted** if you would like to set when this announcement will appear and then go away. Hint: Always click the checkboxes beside the dates selected if you choose to use them.
7. Click **Submit**.