DAV WEBSITES

POSTING ANNOUNCEMENTS TO DEPARTMENTS & CHAPTERS

Department Webmasters can create announcements that will post to the Department or Chapter(s) in their state that they designate.

To do this, the first step is to navigate to the Department sites **Announcements List**. The URL (website address) is in the following format:

https://davwebsites.dav.org/AL/Announcements

Note that the URL above is for Alabama. You will need to modify the URL to reflect your state. For example, if you are in Ohio, the URL you would use is:

https://davwebsites.dav.org/OH/Announcements

To get to the announcements page on your Department site as a Webmaster, go to your Department Homepage and there will be a link on the Left Navigation under Webmaster Links called Announcements. This will take you to your Department's announcements.
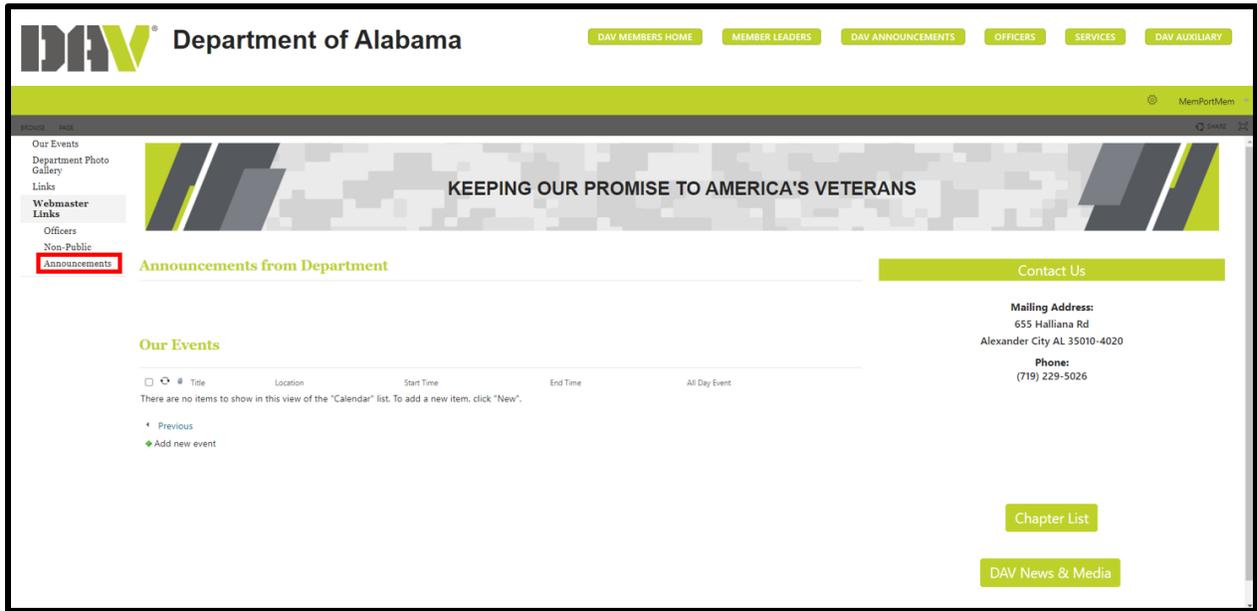
To create an announcement to post on a particular chapter, click on **New**.
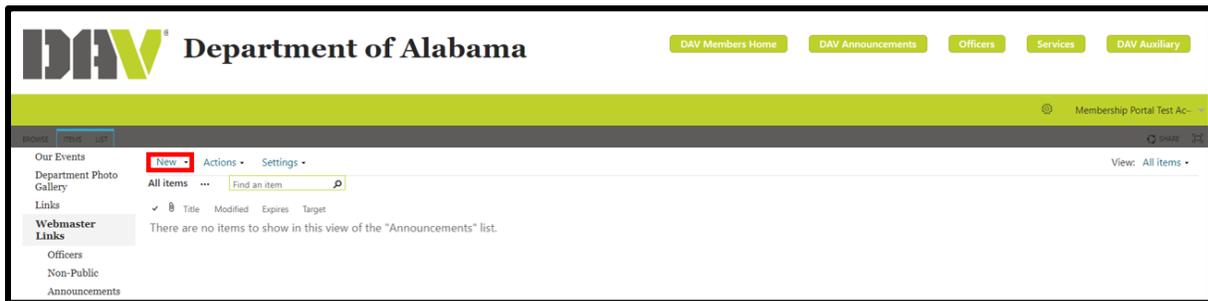
This will open a window for you to type in the specifics for your announcement

Certain fields are required. You must fill in the Title, Expires, and Target fields.

The **Title** can be whatever you want to name your announcement. In the example below, I named it "My Important Announcement".

The **Body** of the announcement is where you will type whatever message you want to put out to the chapter(s). This field is a text box that allows you to format the message any way you like. You can create hyperlinks to link to other web pages, insert pictures and so on.

The **Expires** field is where you can enter a date for the announcement to be removed from the chapter site automatically. This way, you do not need to remember to delete the announcement when you no longer want it visible on the chapter site. It will automatically come off the chapter site on the date that you have selected.

The **Target** is the chapter number or site on which you want to post your announcement. In the example below, I wanted this announcement to be posted only on Alabama Chapter 4's site, so I entered the Target as 04. If I wanted it to post to all chapters in my state, I would type a target of All.

Another option you have is **Attach File**. If you like, you can attach a document or file to go along with your announcement. To do this, simply click on **Attach File** and upload your document.

Clicking on **Attach File** brings up the page to allow you to browse your system to find the document you want to upload. Click the **Choose File** button to do this.
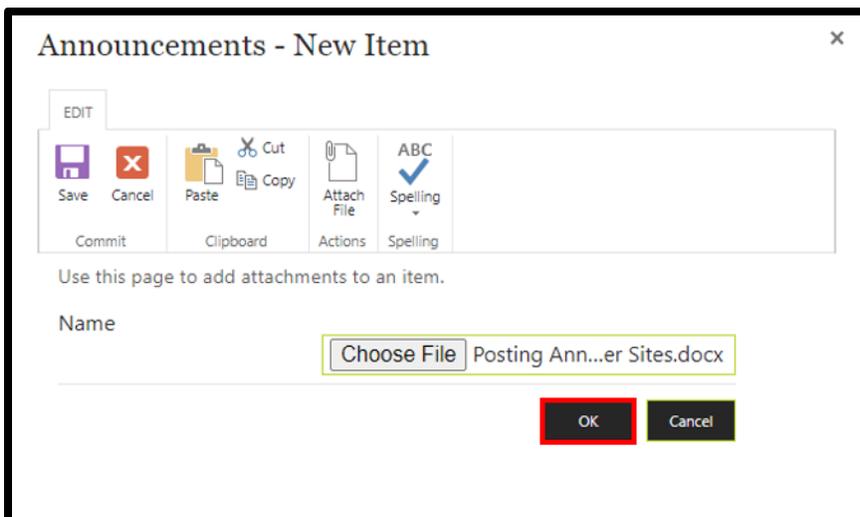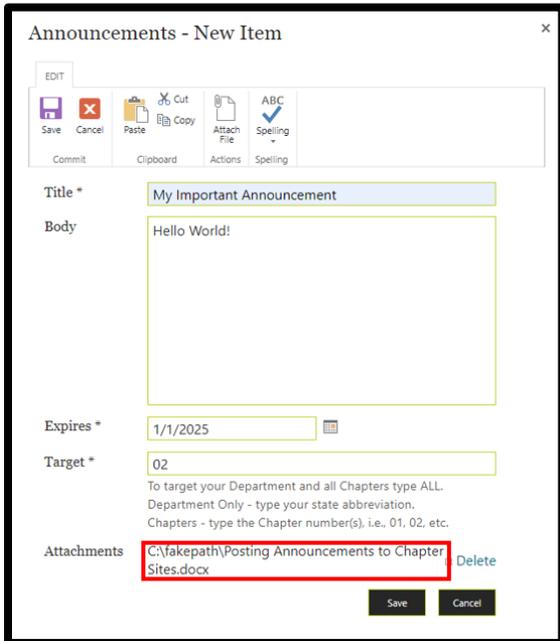

This will open Windows Explorer for you to browse your system and locate the file on your computer that you want to upload. Once you have selected the file, click on **Open.**
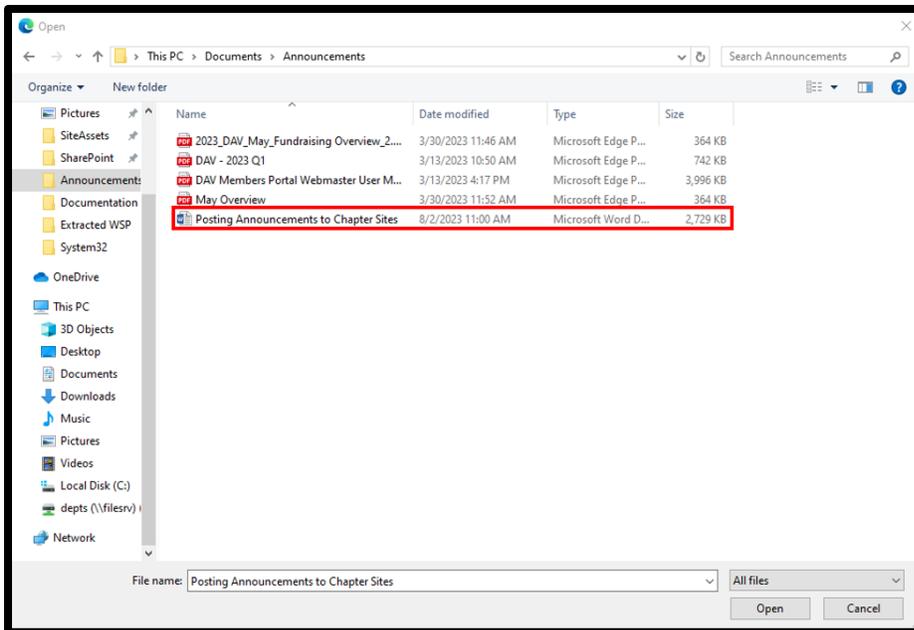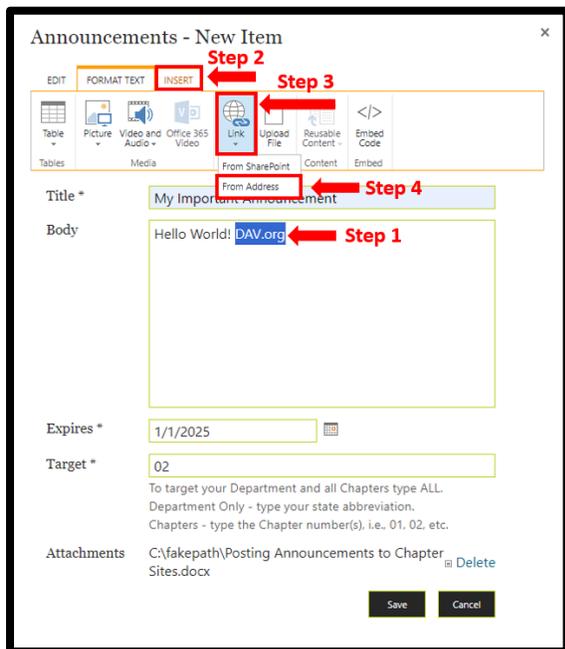
A page will open for you to accept the attachment. Click **OK**.

You will see your file name in the **Attachments** field.

To create a hyperlink, in the body of the message, use your mouse to drag and select the words you want to use as the link. Then click on the **Insert** tab at the top, then click on **Link,** then **From Address.**

A window will display with the text you highlighted, and an **Address** field. Type the URL of the web page you want to link to and click **OK**. In this example, we wanted to link to the DAV.org website, so we typed the address http://www.dav.org. Note that you must type in the complete URL with the http: etc. in order for it to link successfully.

You can see that once we click OK, and view our message, that the words we selected are now blue, indicating that there is a hyperlink to a web page. Now when someone reads the message and clicks on the blue DAV.org, they will be taken to the DAV.org website.

Click **Save**.

Now, let's see what the announcement looks like on the chapter site that we targeted. When we navigate to Chapter 04, Birmingham, AL we can see our newly created announcement on their website along with the attachment under it.
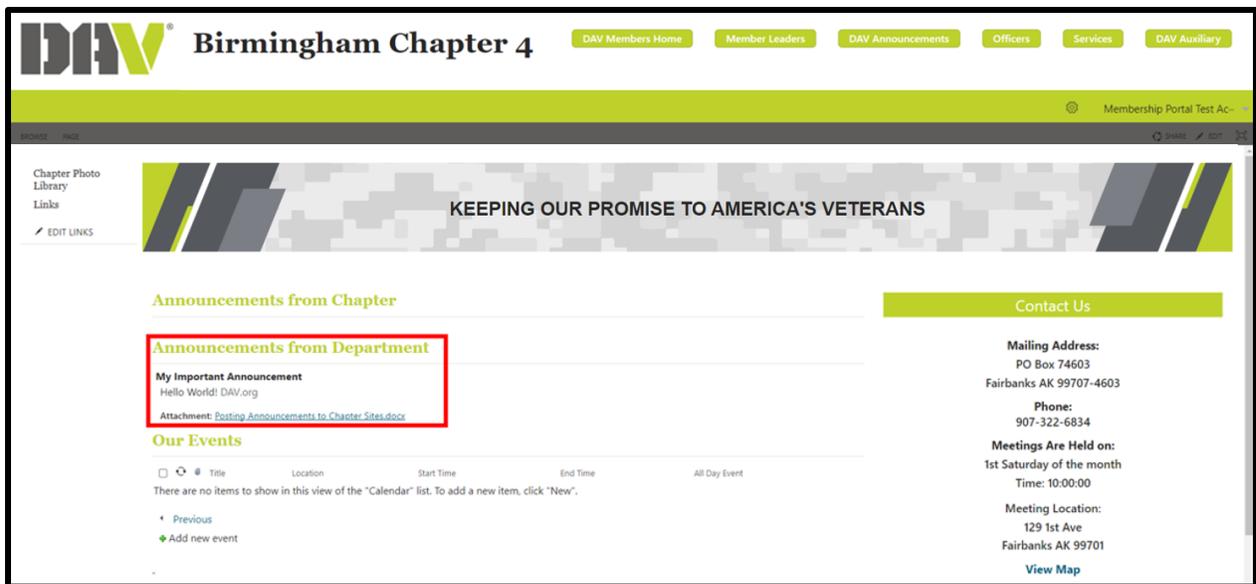
The **Announcements List** page will display and you can see that your announcement has been added to the list.

If you need to edit or delete the announcement, navigate to the Announcement list in the left Navigation under Webmaster Links on your Department page. We simply click on the 3 dots next to the item, and that will display the announcement with a dropdown that allows you to **Edit Item** or **Delete Item.**

If, for example, we want to edit this message, we simply click on **Edit Item**.
This brings the announcement back up in the form so we can make changes to it. Here I have changed my message from "Hello World!" to a message about watching for news and information. I have set this announcement to target Chapter 7. When I change it from Chapter 2 to Chapter 7 it will be taken off of Chapter 2's Announcements and will show up on Chapter 7's Announcements.

Click **Save** and your announcement will update and show up on Chapter 7.

(**Please remember that Department and Chapter websites cannot be used to fundraise directly or indirectly. This includes the addition of a "Donate Now" button or any other such mechanism.**)