

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.

DA	• Department of Alabama DAV MEMBERS HOME MEMBER LEADERS DAV ANNOL	NCEMENTS OFFICERS SERVICES DAV AUXILIARY
		MemPortMem
Our Events Department Photo Gallery Links Webmaster Links Officers Non-Public	KEEPING OUR PROMISE TO AMERICA'S VETERAN	S
Announcements	Announcements from Department	Contact Us
	Our Events	Mailing Address: 655 Halliana Rd Alexander City AL 35010-4020 Phone:
	□ Q = 1 Trite Location Stant Time End Time All Day Event There are no items to show in this view of the "Calendar" list. To add a new item, click "New".	(719) 229-5026
	 Previous ♦ Add new event 	
		Chapter List
		DAV News & Media

To create an announcement to post on a particular chapter, click on **New**.

	[*] Department of Alabama	DAV Members Home	DAV Announcements	Officers	Services	DAV Auxiliary
					Ø Men	nbership Portal Test Ac- 🤜
BROWSE ITEMS LIST						😋 SHARE 🖂
Our Events	New - Actions - Settings -					View: All items •
Department Photo Gallery	All items ··· Find an item p					
Links	✓ 🖲 Title Modified Expires Target					
Webmaster Links	There are no items to show in this view of the "Announcements" list.					
Officers						
Non-Public						
Announcements						

This will open a window for you to type in the specifics for your announcement

EDIT	
Save Cancel	Paste Copy Paste Copy
Commit	Clipboard Actions Spelling
Title *	
Body	
Douy	
Expires *	
Target *	
	To target your Department and all Chapters type ALL.
	Department Only - type your state abbreviation.
	Chapters - type the Chapter number(s), i.e., 01, 02, etc.
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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.

Announce	ements - New Item ×
EDIT	
Save Cancel	Paste ABC Attach File Copy
Commit	Clipboard Actions Spelling
Title *	My Important Announcement
Body	Hello World!
Expires *	1/1/2025
Target *	02
	To target your Department and all Chapters type ALL. Department Only - type your state abbreviation.
	Chapters - type the Chapter number(s), i.e., 01, 02, etc.
	Save Cancel

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.

Announ	announcements - New Item						>
EDIT							
Save Cance	Cut Paste	Attach File	ABC Spelling				
Commit	Clipboard	Actions	Spelling				
Use this pa	ige to add attachm	nents to	an item.				
Name		Cho	oose File	e No f	ile chosen	1]
					ОК	Cancel	

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**.

-							-
COpen Open							×
← → × ↑ 📙 > This	PC > Documents > Announcements			ٽ ~	Search Announcements	,	
Organize 🔻 New folder					8== -)
📰 Pictures 🛛 🖈 🔨	Name	Date modified	Туре	Size			
SiteAssets 🖈	2023_DAV_May_Fundraising Overview_2	3/30/2023 11:46 AM	Microsoft Edge P	364 KB			
SharePoint 🖈	🔤 DAV - 2023 Q1	3/13/2023 10:50 AM	Microsoft Edge P	742 KB			
Announcements	DAV Members Portal Webmaster User M	3/13/2023 4:17 PM	Microsoft Edge P	3,996 KB			
Documentation	May Overview	3/30/2023 11:52 AM	Microsoft Edge P	364 KB			
Extracted WSP	Posting Announcements to Chapter Sites	8/2/2023 11:00 AM	Microsoft Word D	2,729 KB			
System32							
OneDrive							
This PC							
3D Objects							
Desktop							
Documents							
Downloads							
Music							
Pictures							
Videos							
Local Disk (C:)							
🛫 depts (\\filesrv) I							
network							
File nar	me: Posting Announcements to Chapter Sites			~	All files	~	1
					Open	Cancel	í
					open	concer	ſ

A page will open for you to accept the attachment. Click **OK**.

Annound	nnouncements - New Item						×		
EDIT									
Save Cancel	Paste Cut	Attach File	ABC Spelling						
Commit	Clipboard	Actions	Spelling						
Use this pag	ge to add attachm	ients to	an item.						
Name		Cho	oose File	Posti	ng Ann.	er S	ites.doc	x	
					0	ĸ	Cancel		

You will see your file name in the Attachments field.

Announcem	Announcements - New Item					
EDIT						
Save Cancel Pas	ABC En Copy Attach Fie Speling					
Commit	Clipboard Actions Spelling					
Title *	My Important Announcement					
Body	Hello World!					
Expires *	1/1/2025					
Target *	02					
	To target your Department and all Chapters type ALL. Department Only - type your state abbreviation.					
	Chapters - type the Chapter number(s), i.e., 01, 02, etc.					
Attachments	C:\fakepath\Posting Announcements to Chapter Sites.docx					
	Save Cancel					

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**.

Announcem	ients - New Item	×
EDIT FORMAT TE	Step 2	
Table Picture Vide	a and Office 365 URK Upcael Reusable Embed Content Tembed	
Title *	My Importance Announcement Step 4	
Body	Hello World! DAV.org	
Expires *	1/1/2025	
Target *	02	
	To target your Department and all Chapters type ALL. Department Only - type your state abbreviation. Chapters - type the Chapter number(s), i.e., 01, 02, etc.	
Attachments	C:\fakepath\Posting Announcements to Chapter Sites.docx	
	Save Cancel	

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 <u>http://www.dav.org</u>. Note that you must type in the complete URL with the http: etc. in order for it to link successfully.

Insert Hyperlink		×
Text to display:		
DAV.org		
Address:		1
https://www.dav.org/		
	Try link	:
ок	Cancel	

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.

Announceme	ents - New Item	×					
EDIT FORMAT TEXT	DIT FORMAT TEXT INSERT LINK						
Select Remove	RL: https://www.dav.org/ Open in new tab escription: Display Icon						
Link	Properties Behavior						
Title *	My Important Announcement						
Body	Hello World! DAV.org						
Expires *	1/1/2025						
Target *	02						
	To target your Department and all Chapters type ALL. Department Only - type your state abbreviation. Chapters - type the Chapter number(s), i.e., 01, 02, etc.						
Attachments	C:\fakepath\Posting Announcements to Chapter Bites.docx						
	Save Cancel						

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.

Birmingham Chapter 4 DAV Members Home Member Leaders DAV	Announcements Officers Services DAV Auxiliary
	Ø Membership Portal Test Ac- •
RANKE RIGE	Ø shate ≠ Edit (2),
Chapter Photo Library Links / EDIT LINKS	RANS
Announcements from Chapter	Contact Us
Announcements from Department	Mailing Address:
My Important Announcement	PO Box 74603 Fairbanks AK 99707-4603
Hello World! DAV.org Attachment: Fosting Announcements to Chapter Sites.docx	Phone: 907-322-6834
Our Events	Meetings Are Held on:
□ O ● Title Location Start Time End Time All Day Event There are no items to show in this view of the "Calendar" list. To add a new item, click "New",	1st Saturday of the month Time: 10:00:00
Intere are no items to show in this view of the "Laiendar" list. Io add a new item, click: New ;	Meeting Location:
Add new event	129 1st Ave Fairbanks AK 99701
	View Map

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.**

DA	Department of Alabama	DAV Members Home	DAV Headquarters News	Our Mission	Officers	Services	DAV Auxilary
						Ø Mer	nbership Portal Test Ac- 🔹
BROWSE ITEMS LIST							😋 SHARE 🔅
Our Events Department Photo Gallery Links Webmaster Links	New • Actions • Settings • All items ••• Find an item • 2 • ® Tate • Modified Expires Target • ® My Important Announcement # • • • • • • • • • • • • • • • • • •						View: All items -
Officers Non-Public Announcements	Edit Rem Dalete Rem View Rem Advanced >						

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.)