Adding and Editing Announcements

Purpose:

Administrators can post announcements that will appear to users within their group at the top of the TRAIN homepage.

Administrative Roles with Access:

- **Blog Admin**
- **Blog Author**

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1 Navigate to Blog Posts

Go to the **(a) Admin** menu. Click the **(b) Blog Posts** tile. From here, you can choose to **(c) Add a new blog post** and/or **(d) Find and edit an existing blog post**.

TIP: On the administrative side of TRAIN, **"blog post"** is another term for an **Announcement** or a Hot Topic.

» View **Step 2** to learn how to add a **new** blog post. View **Step 4** to learn how to find and edit an **existing** blog post.

Add New Blog Post - Announcement 2

Fill in the necessary information for your announcement. Give your announcement its **(a) Title** here. Use the dashboard on the left to click through each section: **Content, Common Information,** and **Availability**.


CONTENT SECTION:

(b) **Content:** Type what you want your announcement to say here. You can also add attachments, hyperlinks, and images to your announcement using the toolbar.

(c) **SEO Meta Description:** This section is optional. You can type a Search Engine Optimization Summary which will appear on public search engine results pages related to your announcement.

(d) **Preview:** Click the blue **Preview** button to see how your announcement will appear to TRAIN users.

2   Add New Blog Post - Announcement (continued)

Fill in the necessary information for your announcement. Use the dashboard on the left to click through each section: **Content, Common Information,** and **Availability**.

COMMON INFORMATION SECTION:

(e)   **Expiration Date:** Select the last date you want your announcement to be public here.

(f)   **Blog Channel:** Select the **Announcement** option from the dropdown menu.

(g)   **Viewing Options:**
- When checked, the **Active** box means TRAIN users can view your announcement once you save the blog post.
- When checked, the **Show post author info** box means your user account name will appear with the announcement.
- When checked, the **Show post title** box means the title of your announcement will be displayed on the homepage.

(h)   **Tags:** Add key words to your announcement so it appears in relevant searches.

### AVAILABILITY SECTION:

(i)   **Groups:** Search for the Group(s) you want to view your announcement using its name or ID number.

To select a Group, click the green **+** button.

To remove a selected group, click the **x** button.

(j)   Click the green **Save** button to finish adding your announcement.

3

Announcement Location

3

Announcements will appear at the top of the TRAIN homepage. Users will see them when they login or click the home button.
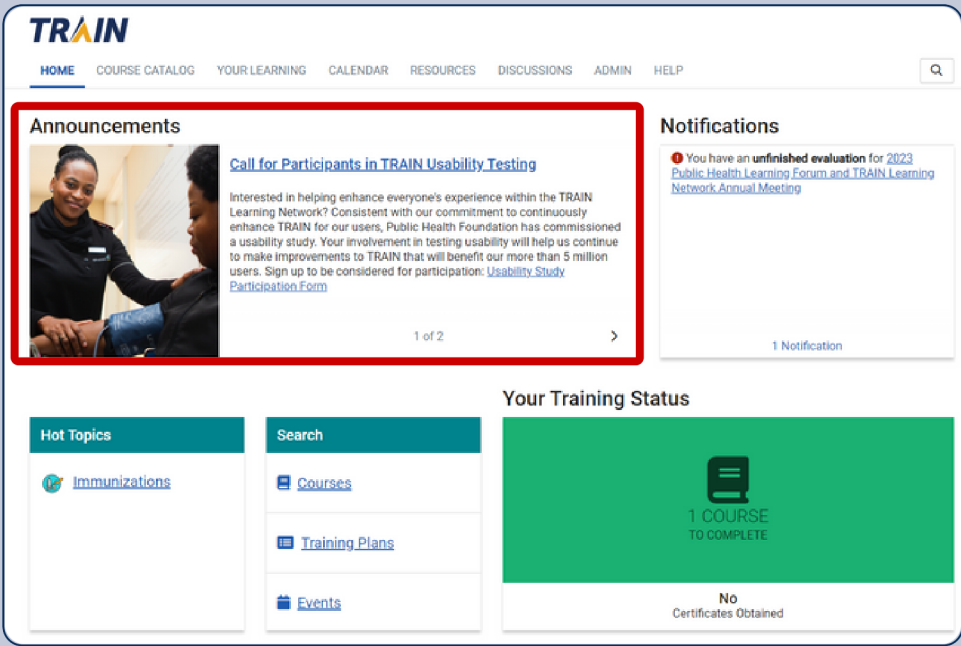

Find and Edit Existing Blog Posts - Announcements

4

After clicking the **Find and edit blog post** button shown in **Step 1**, you can do the following:

(a) Use the search bar to find the announcement you want to edit.

(b) Click the magnifying glass to view your search results.

(c) Click the arrow to view the announcement details.

(d) Click the pencil icon to view and edit the announcement.

(e) Click the green **Save** button to save the changes you made to the announcement.
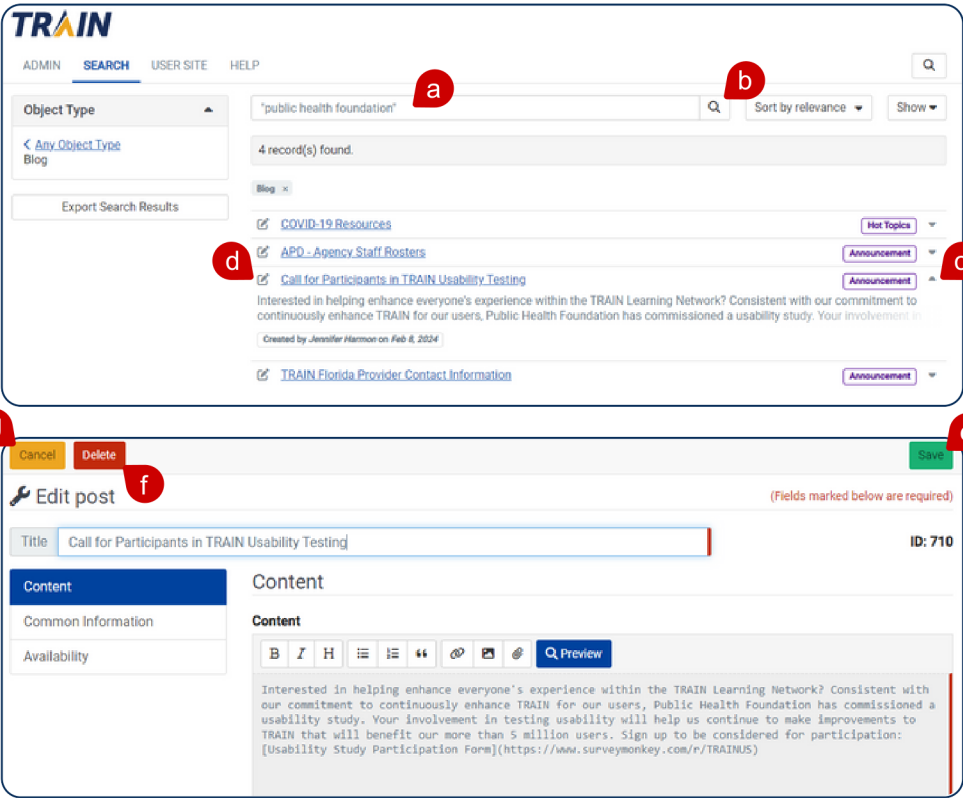
(f) Click the red **Delete** button to delete the announcement.

(g) Click the yellow **Cancel** button to exit the page without saving your changes.

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