

# Announcements

Dashboard: [www.cityofmadison.com/user](http://www.cityofmadison.com/user)

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*Announcements* are used to post limited-term communications. You may either link to a new page or enter body content, and you will specify a publish start and end date.

## Creating an Announcement

Select “**Create**” next to “Announcements.”

Enter the following:

1. **Title:** Enter title that should display.
2. **Announcement Type:** What type of information are you entering? The Announcement Type will determine where the Announcement will appear, and therefore who the viewers will be.
  - a. Please note that most users will only have one or two available announcement types. If there is only one option here, verify that it is selected, and move on to the next step.
3. **Link:** Enter the URL of a page where viewers can find more information. If no such page exists, leave this field blank, and see **Body**.
4. **Summary:** The primary content of the Announcement. This will display pages that list this type of Announcements. Content should be no more than two sentences.
  - a. For example, if your Announcement is about an event, this could be a short description of the event, and the date, time and location.
5. **Body:** Enter body content only if the content does not already exist on a page. If you enter content into the Body field, a new page will be created and linked to from the announcement.
  - a. If the content does exist somewhere else, do not enter body content, and enter the page URL where the content exists into the Link field.
  - b. If the **Summary** is self-explanatory, and viewers will not need any further information, do not enter content into either the Link or the Body.
6. **Publish Dates:** Enter when you would like the Announcement to publish and when it will expire.

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click “**Save**”.

If you are not an announcement content editor, you may still submit an announcement for review:

[www.cityofmadison.com/employeenet/announcements/submit-announcement](http://www.cityofmadison.com/employeenet/announcements/submit-announcement)

## Editing an Announcement

1. Click “**Manage**” next to “Announcements.”
2. Find the Announcement that you would like to edit, and click the “**Edit**” link.
3. Make desired changes, and click “**Save**.”

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### Contact:

Requests: Eric Olson, [eeolson@cityofmadison.com](mailto:eeolson@cityofmadison.com)

Technical issues: HelpDesk, [helpdesk@cityofmadison.com](mailto:helpdesk@cityofmadison.com)