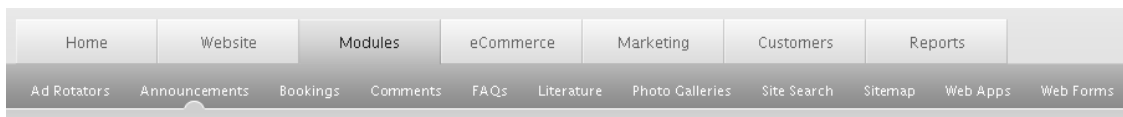


Modules – Announcements

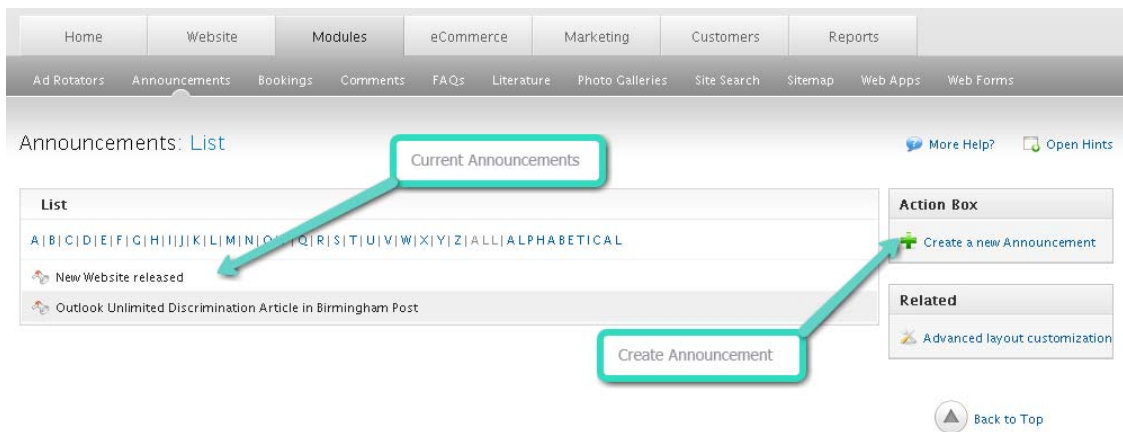
Modules are easy ways of adding complicated areas of repeatable content throughout your website.

The advantage of using modules is that, even if the module appears in every page in the site, you only have to alter the module once to have it affect the entire site.



You can quickly and easily publish Announcements, News Stories, Press Releases, Calendar Events or even Employment Advertisements using Announcements. When announcements are created and added to your web page, your customers will see the announcement title and a release date on your site.

Announcements allow you to quickly and easily maintain a list of newsworthy events that helps you keep your site fresh and communicate important messages with your customers. When Announcements are viewed by a web site visitor, a record is made of the action. This means that you can now accurately track what events and news stories are being viewed, how often and so forth.



Adding or editing an Announcement contains the following steps:

1. **Announcement Subject** - This acts as a title for your item, and also provides a link to the announcement content in the website's list view.
2. **Template Selection** - This selects the template to use when a user views the full announcement content. This lets you keep branding constant throughout your site.
3. **Events, Release and Expiry dates**- If your announcement is to happen on a certain date, you can specify so here. The event date lets customers know when the announcement event is scheduled for. This date will appear on the Announcement in your website. The Release and Expiry dates allow you set your Announcement to display only from one date to another, or to display at all times.
4. **Announcement Content** - This is the content that will be shown on the Announcement Full View (after a user clicks

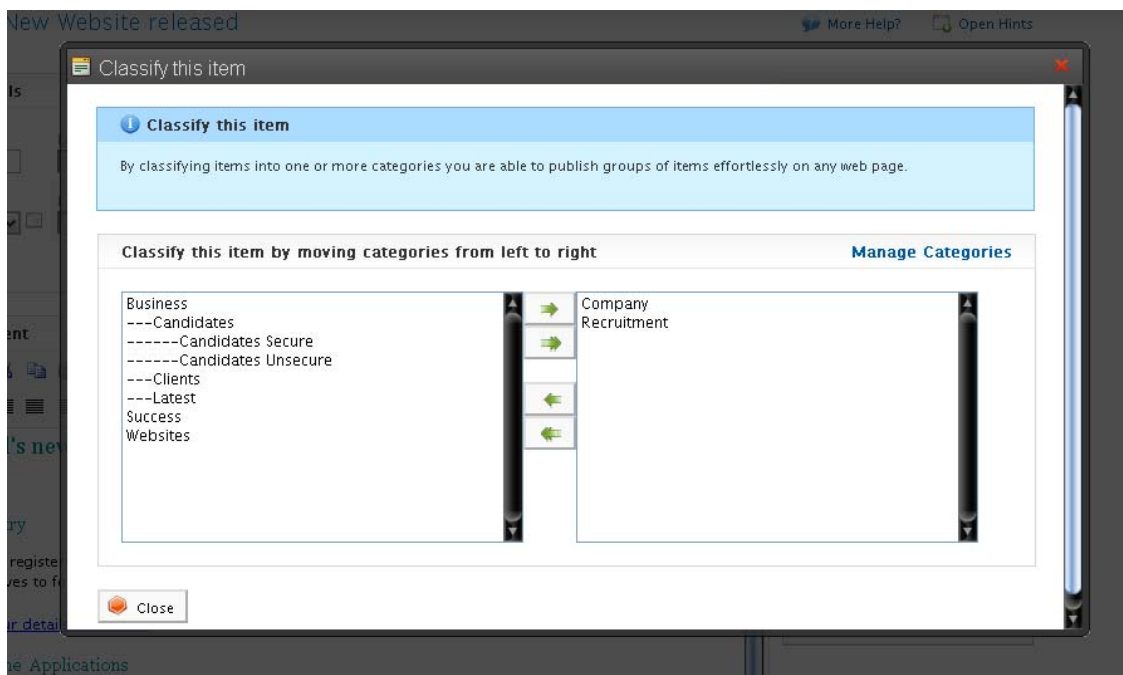
the link to view all)

5. **Preview Announcement -**
You can preview you Announcement in a new window before making it live, to check how it looks.
6. **Classifying the Announcement -**
This option allows you to set a classification for your announcement to allow it to only be displayed in certain areas of the site.(see below for more information)

Classification of Announcements

Sometimes, you may want to display certain Announcements in specific areas of your site. For instance, you may want an announcement about a new product to display on your online shop page, but not on your homepage. Your website classifications will have been set upon design of your site. (Ask us if this hasn't been set up)

You can do this by classifying the Announcement.



You classify the item by moving the desired the desired category from left to right. Then, wherever set to do so, this announcement will only be shown in the correct areas of your site. If you do not classify an announcement, it will be shown in all Announcement modules throughout your site by default.