Opening the Announcement System

The Announcement System can be accessed from your UMCARES home page.
Creating a New Announcement

- Click on New Announcement to create a message.
Creating a New Announcement

- Write your subject, summary, and detailed messages.
- Choose if you want to allow comments.
Choose the Audience

To select the audience for your announcement click on **Add** under **Viewable By**
Choose the Audience

- Select your Jurisdiction and Conference
- Choose the Role of your target audience
- Click Add
Publishing your Announcement

Confirm your message and audience are correct and click **Save** at the bottom of the edit page.
Publishing your Announcement

1. Review your announcement and then click **Publish** in the header bar.
2. If you need to make changes click on edit to return to the previous page.
Publishing your Announcement

To queue your announcement for publication, click on Confirm in the validation pop-up menu.
Questions?

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