



UMCARES

The Announcement System





Announcements & Notifications

Inbox - Announcements and Notifications Directed to You

New Announcement | Read | Drafts | Sent | Help



Email Issue Resolved

GENERAL ANNOUNCEMENT PUBLISHED BY SHERIDAN GOVE - 01/04/2018

The email sending issues was identified and has been resolved.

Read More, Mark as Read



Unscheduled Update 2.2.8 Complete

GENERAL ANNOUNCEMENT PUBLISHED BY SHERIDAN GOVE - 01/04/2018

Technical notes for UMCARES update 2.2.8

Read More, Mark as Read

Opening the Announcement System

The Announcement System can be accessed from your UMCARES home page



Creating a New Announcement

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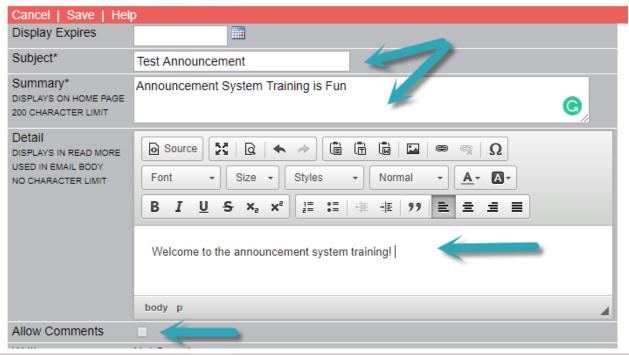
Read More, Mark as Read

Click on New Announcement to create message





New Announcement



- Write you subject, summary and detailed messages
- Choose if you want to allow comments

Creating a New Announcement





Choose the Audience

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

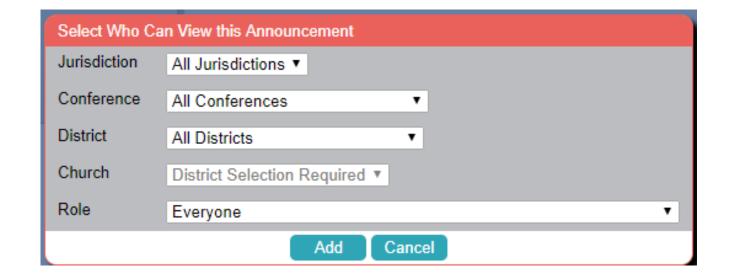






Choose the Audience

- 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





General Announcement - Not Published

Close | Edit | Remove | Publish | Help



Test Announcement

GENERAL ANNOUNCEMENT BY SARAH IBARRA-SCURR - NOT PUBLISHED

Announcement System Training is Fun

INBOX



Test Announcement

GENERAL ANNOUNCEMENT BY SARAH IBARRA-SCURR - NOT PUBLISHED

Welcome to the announcement system training!

READ MORE

EMAIL FROM: TESTING@UMCARES.ORG

Welcome to the announcement system training

Publishing your Announcement

- Review your announcement and then click **Publish** in the header bar
- If you need to make changes click on edit to return to the previous page





Validation Successful

Confirm: Notifications will be added to users inbox when they login based on the viewable selections. Emails will be queued for those within the viewable selections based on their announcement notification selection.

Please note this process could take several minutes and will not cancel once started.

0%

Awaiting Confirmation. Press Confirm to Continue.

Confirm

Cancel

Publishing your Announcement

To que your announcement for publication, click on Confirm in the validation pop-up menu

Questions?

- Candidacy@gbhem.org
 - 615-340-7374