



**UMCARES**

United Methodist Candidate and Record Entry System



**HIGHER EDUCATION & MINISTRY**

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

# UMCARES

The Announcement System

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## 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

### Announcements & Notifications

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[Read More](#) , [Mark as Read](#)

- Click on New Announcement to create message

## New Announcement

Cancel | Save | Help

Display Expires

Subject\*

Summary\*    
DISPLAYS ON HOME PAGE  
200 CHARACTER LIMIT

Detail DISPLAYS IN READ MORE  
USED IN EMAIL BODY  
NO CHARACTER LIMIT

Font  Size  Styles  Normal

**B** *I* U ~~S~~ <sup>x<sub>2</sub></sup> <sup>x<sub>e</sub></sup>

Welcome to the announcement system training! |

body p

Allow Comments

- Write your 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**

Viewable By\*

Add

Clear All

USERS WITH HIGHER LOCATIONAL ACCESS WILL ALSO BE ABLE TO VIEW IF NOT EXCLUDED BY ROLE.

Cancel | Save | Help

## Choose the Audience

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

### Select Who Can View this Announcement

Jurisdiction	All Jurisdictions ▼
Conference	All Conferences ▼
District	All Districts ▼
Church	District Selection Required ▼
Role	Everyone ▼

[Add](#) [Cancel](#)

# Publishing your Announcement

## Viewable By\*

Add

Clear All

USERS WITH HIGHER LOCAL ACCESS WILL ALSO BE ABLE TO VIEW IF NOT EXCLUDED BY ROLE.

Cancel | Save | Help

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

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## 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  
EMAIL SUBJECT: TEST ANNOUNCEMENT

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



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#### 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?

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- [Candidacy@gbhem.org](mailto:Candidacy@gbhem.org)
- 615-340-7374