Events and Announcements Tool

Announcements Tool

For account access to the *Events and Announcements Tool*, please contact the UMMS Information Services Help Desk at umwhelpdesk@umassmed.edu.

Add Announcement
Search Announcement
Delete Announcement
Edit Announcement

Access the Events and Announcements Tool one of two ways:

1. Clicking on *Events Admin Tool* link at the bottom of the UMMS Intranet Home page left nav.
2. Going to: [http://i.umassmed.edu/EventsAdmin/welcome.aspx](http://i.umassmed.edu/EventsAdmin/welcome.aspx) (you may wish to bookmark this page).

Add Announcement

The Announcements page defaults to search functionality. If you want to search for or edit an announcement you will use this page. If you want to *add a new announcement*, click *Add a New Announcement*:

![Add a New Announcement](image)
There are two kinds of announcements:

1. **Departmental Announcement** – these announcements appear only to members of the department to which the announcement was assigned. They can be found below the Weather Widget in the right column on the UMMS Intranet Home Page.

2. **Message of the Day (MOTD)** – an MOTD will appear to the entire UMMS community in the left column on the UMMS Intranet Home page. Once you submit an MOTD, it will be approved by the Office of Communications prior to going live.

**Announcement Administration Form**

Fill in the appropriate information in the **New Announcement** window – note that the headings listed in **red** are mandatory.

1. Choose Departmental Announcement (Announcement) or Message of the Day (MOTD) by clicking on the appropriate radio button.
2. Choose at which **campus** the announcement should be displayed.
3. Choose which **department** should be receiving this announcement. **NOTE:** If you selected MOTD, the department field will not appear since the announcement is for the entire UMMS community.
4. **Title** your announcement.
5. (Optional) Add **Teaser** text – this text will appear next to the title on the Intranet homepage.
6. Add the **announcement text**, including any relevant dates regarding your announcement. If you do not enter Teaser text in the previous field, the first 125 characters of this text will appear next to the title on the Intranet homepage.
7. Enter a **start and end date**. Your announcement will begin and end displaying on the intranet homepage on the dates you select. Note that these dates are different from the actual date of your event, which should be included as part of your description in the previous field.
8. (Optional) Add a **website URL** where viewers can go for more information. **NOTE:** It must be a full URL, beginning with http://.
9. Choose the **status** of the announcement – active or inactive. Inactive announcement will not display until you change the status to Active.
10. Click **Save** when you are finished.

If you failed to complete any of the required fields you will be prompted:

If successfully submitted, you will return to the default Search page, the bottom of which you will see:
Search Announcements

To search for an announcement, click on Announcements on the left navigation menu if you are not already at the Announcement Search page.

If you know the title of the announcement for which you are searching, type it into the Announcement Title field.

If not, you can use the drop-down menus to search by

- Department
- Type (Announcement or Message of the Day)
- Date
- Status (Active or Inactive)

Click the Search button to see results.

You can control the number of search results to view at one time by choosing the Records per page dropdown.

Delete Announcement

To delete the announcement, click on the delete icon.

A window will pop up asking “Are you sure you want to delete this?” If yes, click OK. If no, click Cancel.

Edit Announcement

To edit the announcement, click on the details icon.

The announcement form will open so you can edit text or settings.

When you have finished editing, click Save.