

## Manage Announcements

Welcome to ACEMAPP! In this video, we will walk you through how to manage your entity announcements. An announcement allows you to provide additional information or documents to be displayed on your members homepage.

If you have questions or would like more information, you may view our Help Desk or you can contact ACEMAPP Support.

### **Creating an announcement:**

From your home screen, click the "More" button and then click the "Member Announcements" button from the drop-down menu. Click Add New Entry. Enter your announcement content in the 'Message area'. The start and end dates are optional. This would allow you to only put up that announcement for a period of time, for example, if you have further information about the annual flu vaccination, you could set the announcement to be removed after flu season. Once you provide your message, click the Save button. Now, navigate to the Member Types, Programs, and School Course section in the Navigation box.

Select the member types you would like this announcement to apply to and the program(s) it will apply to. Click Save. If you would like to add an announcement specific to a certain course, you can do that as well.

### **Managing or Deleting Announcements**

Navigate to your Member Announcements page, Click the pencil icon next to the announcement. Review the information in the announcement. You can update this information and click Save. If you no longer need your members to see this announcement, you can put in an end date for the past or you can delete that announcement. Once you update that information, click Save.

If you have questions about completing a process in ACEMAPP, feel free to contact ACEMAPP Support at [support@acemapp.org](mailto:support@acemapp.org) or 844-223-4292.