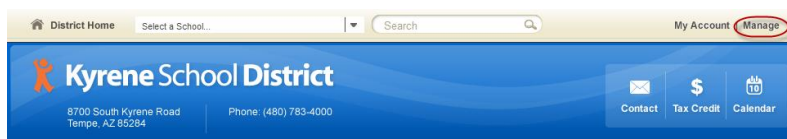


# Editing Announcements – School Homepage

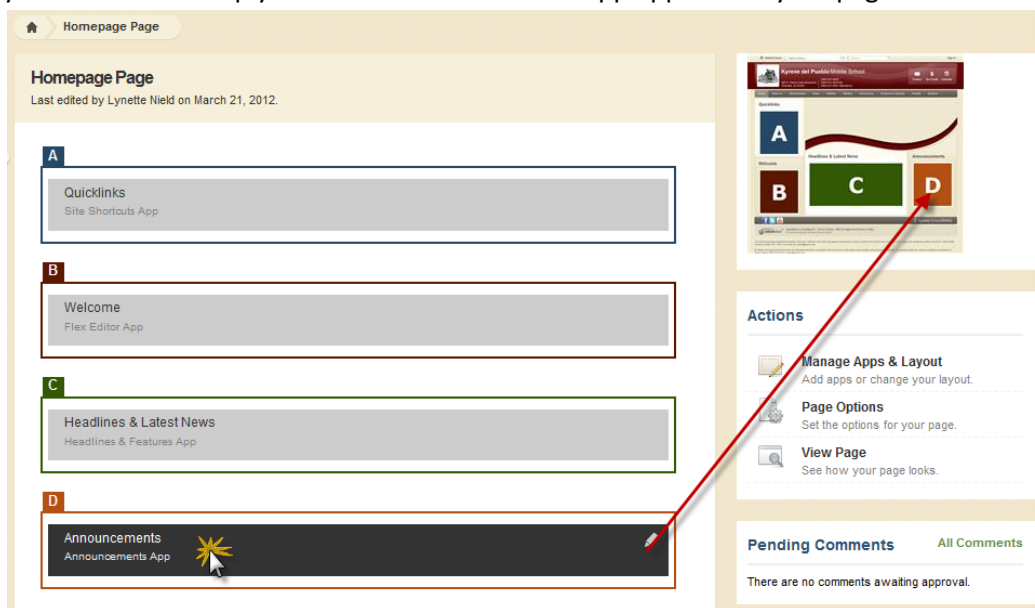
1. Go to <http://sw.kyrene.org> and sign-in using your Kyrene username and password.
2. Click the **Manage** button.



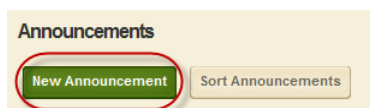
3. Click on the **Homepage** link to edit the school homepage.



4. Click in the grey **Announcements** section to edit this section. The layout preview in the corner of your screen will help you determine where each app appears on your page.



5. Click **New Announcement**.



- Click on the **Announcement** tab to add the title and content of the item using the editor tools.

**Announcement**  
Enter your announcement information.

**Announcement** Display Duration Viewers

**Announcement Title:**  
This title will not display on the website.

PTO Meeting Cancelled

**Announcement:**

PTO Meeting Cancelled for March  
The PTO meeting has been cancelled due to Spring Break.

Normal HTML Preview <> Words: 15 Characters: 88

Activate on my page

Save Cancel Create E-Alert

Note: The title on this tab only appears in your list of announcements in the manage section of Schoolwires. If you want a title to appear on the web, you must add a title in the announcement body using the editor tools.

- Click on the **Display Duration** tab if you want to specify when you want the announcement to appear and disappear from the web. Time is not a required field.

**Announcement**  
Enter your announcement information.

Announcement **Display Duration** Viewers

**Display Dates:**

**Start Date:**  
04/01/2012

**End Date:**  
04/30/2012

Activate on my page

Save Cancel Create E-Alert

- If you want to preview the headline on the web without making it available to the public, assign yourself as the only viewer on the **Viewers** tab.

**Announcement**  
Enter your announcement information.

Announcement Display Duration **Viewers**

**Viewers**

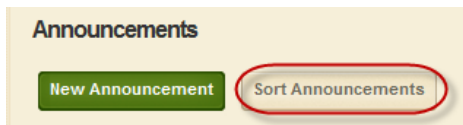
By default all website visitors can view this announcement. You can limit who is able to view it by adding specific users or groups.

Assign Group **Assign User**

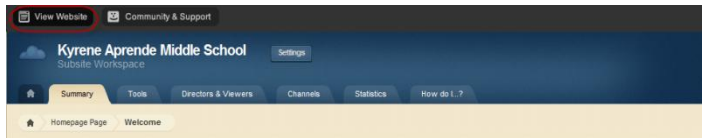
Currently all visitors can view this announcement.

- Click Save when you have added necessary information to each of the tabs.

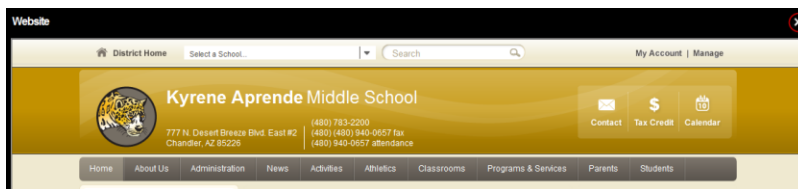
10. Click Sort Announcements to reorder your announcements.



11. Click **View Website** to view a preview of the homepage page as it will look with the header and other apps on the page.



12. Click on the x to close the preview.



13. Click on the **Homepage** link to go back to app list for the homepage.

