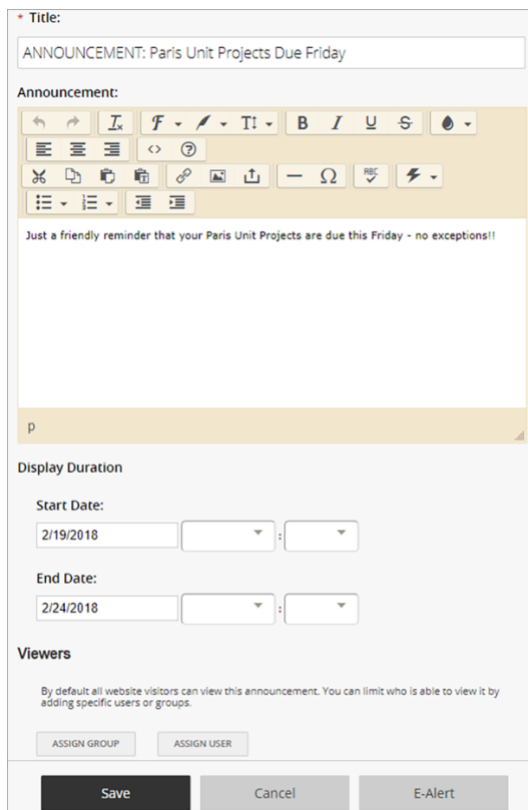# Announcements App User Guide

Add the Announcements app to your page to highlight any stories you want to share. These can be used for short and timely reminders, due dates for fundraisers or medical forms, information on registration or family nights, and other information as needed.

Add the Announcements app

Drag the Announcements app onto your page.

1. Enter the *Title* and the *Announcement* text.
2. Select the values for *Display Duration* if you wish to include these variables.
3. Select the *Viewers* to change the default setting for all visitors.
4. Select *Save.*

Set display duration

For many apps, you can set start and end dates and times for app records. Here's how display dates and times display for app records.

- If no start and end date times are specified, the record displays on the website upon saving and never expires.
- If you enter start and end dates and times, the record displays on your site within the specified date and time ranges.
- If you enter only a start date and time, the record displays on your site from the date and time specified.
- If you enter only an end date and time, the record displays on your site until the specified end date and time.
- To remove the *Display Duration* for an app, remove the start and end date.
- The start time defaults to 12:00 A.M.
- The end time defaults to 11:59 P.M.