Add an announcement to the Bowdoin home page.

There are 2 parts to posting an announcement to the Bowdoin Homepage.

PART 1: Create the announcement description/information in CMS (This is what the announcement link on the home page will link to)

1. Login to CMS at edit.bowdoin.edu
2. Find the campus-information folder in the left navigation and click on the plus (+) sign to expand the contents of the folder.
3. Click the index.plist block file.
4. Click on the Edit tab.
5. This is called an organizer. Ignore the Introductory Text box at the top and go to the first Listing/Person box.
6. Type in the title of the announcement in the Title/Text field. Include a date and a time (e.g. Power on Campus is Out (11/2/14 8:00a.m))
7. Type in a description or any information in the Description box.
8. Click the Submit button in the lower-right to save.
9. Now click on the index page in the Campus Information folder.
10. Click on the Publish tab.
11. Click on the Submit button.
12. The page is now available on the web. The address(url) for this page is https://www.bowdoin.edu/campus-information/ (You will need this for Step 2!)

PART 2: Create the announcement title in the announcement tool and "tag" it to show on the Bowdoin homepage.

Step 1: Create the announcement

1. Login to the announcement tool with your Bowdoin username and password at www.bowdoin.edu/praeeco (A link to the announcement tool can also be found on the DSM web site www.bowdoin.edu/digital)
2. Click on the New Announcement button
3. Click the Now shortcut button to have your announcement appear immediately or schedule a time/date for it to appear in the future.
4. Click Done
5. Set an end time for the announcement to disappear (expire).
6. Click Done
7. Type in a title for the announcement. This is what will show on the Bowdoin homepage.
8. Skip down to the URL: field. This is where you will paste the web address ( https://www.bowdoin.edu/campus-information/ ) campus information page you created in CMS. Note: Make sure the address includes https:// (example: https://www.bowdoin.edu)
9. Click Add

Step 2: Tag the announcement to appear on the Bowdoin homepage

1. Next to your announcement click the [edit] link. Your announcement will open.
2. Scroll to the bottom of your announcement.
3. Click on Tag to Campus Announcements
4. Your announcement will show on the home page (may take 2 minutes, refresh your browser if it does not show)

FAQs

Can I edit my announcement after I post it?
At anytime you can go in and edit/change/delete an announcement title or link. What you do updates on the web site automatically.

Can I add more than once announcement to show on the home page?
You can add more than one announcement if you need to. Just remember to tag the announcement to Campus-Announcements.

Do I have to create a web page in CMS for an announcement to link to?
No! You do not have to add a link (web page) to a title if just the title on the web site is all that is needed or if there is an existing web page already created (e.g. weather emergency information page)

Why is my announcement is not showing up on the Bowdoin home page?
If your announcement does not show on the home page verify that you have tagged it to appear on Campus Services, refresh your browser.
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