You can set Announcements for your athletes and/or parents to see via the Athlete Portal, Family Communication Portal and Athlete Phone. Your system administrator must turn on this feature, as well as give individual users access to the Announcements module.

Admin Windows Help					
.	Site Info				
2	Add/Update Teams & Organizations	•			
<u>n</u>	Users	•			
<u>ن</u>	Maintenance	•			

To access the Site Info area go to admin—> Site Info. Once the Site Info box has loaded you will need to click on the Modules tab. There are three areas you can enable Announcements: Athlete Portal, Family Communication and General. * *General must be active to be able to set up the announcement*



Once you have turned on the Announcements feature in Site Info you must then give access to your Users. You can do this by searching for the individual users you want to update or by using the Multi User Update.

Admin Windows Help	Add a User	
🚜 Site Info	Search UsersActive Only Search All Users (Active & Inactive)	
🧱 Add/Update Teams & Organizations 🔹 🕨		
📋 Users 🕨 🕨	Search Users by Organization	
Ø Maintenance →	Search Users by Region	
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Once the user profile is open you need to select the Modules tab.

Copy User Multi User Update

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Q	Announceme	nts				
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You will need to set the amount of time

the Announcement is visible using the

Start and End Date. The announcement

To access the Announcements feature go to File—> Announcements.

You can include a statement and website in the Announcement. The message will be visible on the Athlete Portal, Family Communication Portal and the Athlete Smartphone, or whichever you granted access to in the previous step. The web link will be a live link as well, if it needs included. A web link is not required for an announcement.

will not be visible if both dates are not filled in. - 0 × 🔂 Announcement Announce Starts Announce Message Announce End Announce Web Link 05/01/19 Impact testing this week, everyday after school in the Computer Lab!!! 05/08/19 www.athletictrainersystem.com **Email Athletes Text Athletes** Print Excel Сору Remove Close Save Be sure to save your work when you You can also email and/or text this are finished. You can also Print, Announcement to your athlete's if Export out to Excel or copy the you have their email address or text To delete an old Announcement. address recorded in their athlete Announcement click on the desired profiles. one and click the Remove button.



Your Announcement can be seen on the home screen of the Athlete Portal. You will see the message and will be able to click on the link if you included one.



Impact testing this week, everyday after school in the Computer Lab!!! www.athletictrainersystem.com

Close

The Announcement and associated link can also be see on the home screen of the Family Communication Portal as well.

