

To CREATE a new News Flash Message.

- 1) Bring up the web site.
- 2) Click the LINKS page
- 3) Click the Hidden Link to go to the Administrator Signon Page. (**About ¼ in from the left margin, midway between the margin and the letter A in Albany of the logo.**) The pointer will turn into a hand, Click there. There is no other indication that this link is there, on purpose.
- 4) Enter username: \_\_\_\_\_ and Enter password: \_\_\_\_\_
- 5) You must “Click” on SUBMIT to go to the administration page.
- 6) (**Optional: highlight** (by clicking and holding the mouse button, drag the cursor over the text to be copied, release the mouse button), **then Copy** (press ‘Ctrl’ + C to copy the highlighted text) **a pre-formatted sample from the administrator page.**)
- 7) Then Click the link to Input, Edit, Approve, or Delete a News Flash.
- 8) Click on any of the NEW ENTRY links at the right.
- 9) Fill in your NAME. Use either your *name* or your *club title*.
- 10) Fill in your E-MAIL. Use you web site e-mail address ( \_\_\_\_\_ **@albanykennelclub.org**, not your personal e-mail address, unless of course you want to.
- 11) Fill in the SUBJECT. Ie. Class Cancellation or whatever the message is about.
- 12) Type a new message or (**Optional: Paste** (press ‘Ctrl’ + V to paste) **the previously copied sample message** into the COMMENTS field.
- 13) Change/Edit the News Flash message as necessary to reflect the current intent, class, month, dates, times, etc. Be specific with these items to avoid confusion of the reader.
- 14) Click SAVE ENTRY. Get confirmation that the entry has been made. You will be reminded to *activate* the entry.
- 15) Click HOME at the bottom of the screen to go back to the web site.

To ACTIVATE the News Flash Message that was entered.

- 1) Click the LINKS page.
- 2) Click the Hidden Link to go to the Administrator Signon Page. The pointer will turn into a hand, Click there. (see above)
- 3) Enter username: (see above) and Enter password: (see above)
- 4) Click on SUBMIT to go to the administration page.
- 5) Click to Input, Edit, Approve, or Delete a News Flash.
- 6) Click ACTIVATE at the Right of the newly entered News Flash Message. Get confirmation that the message has been activated.

To DELETE a News Flash Message that was entered.

- 1) Click the LINKS page.
- 2) Click the Hidden Link to go to the Administrator Signon Page. The pointer will turn into a hand, Click there. (see above)
- 3) Enter username: (see above) and Enter password: (see above)
- 4) Click on SUBMIT to go to the administration page.
- 5) Click to Input, Edit, Approve, or Delete a News Flash.
- 6) Click DELETE at the Right of the News Flash Message you wish to delete. Get confirmation that the message has been deleted.

To verify the newly entered and activated message or to see that a message has been deleted.

- 1) Bring up the web site.
- 2) Click the regular News Flash link on the menu to access the news flash page.
- 3) Click to read the messages.
- 4) Verify that the message has been activated or has been deleted based on which action you took.

Note that it is unfortunate that the public is able to enter new messages also. However, this is a moderated system and therefore these messages will not show up unless you activate them. I suggest that these messages be deleted according to the above procedures so that they do not get displayed on the web site.

Messages should be deleted as soon as they become outdated. For example, if a class is cancelled on a particular date, you should go into the system the next day and delete that message so that the reader (the public or students) are not confused (even if the message specifies a date). In other words, clean up as you go.

When a message is activated you may get an e-mail indicating the activation. You may review the e-mail and then delete the e-mail from your in-box.

If there are any questions please let me know. If I am not at home you may leave a detailed message, with your name, phone number or alternate phone number and the best time to reach you.