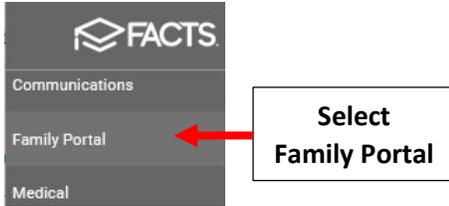
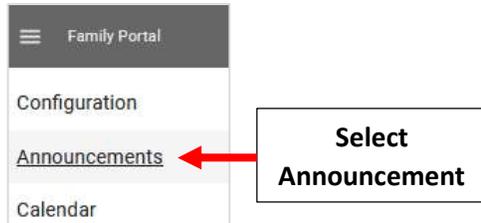


# Creating Announcements in FACTS SIS

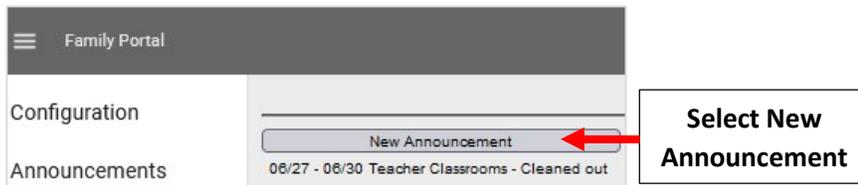
From the Main Menu, please Select **Family Portal**



Select Announcements



Select **New Announcement**



Enter the **Begin** and **End Date** and Select the **Public Option** if all Family Portal Users, including staff, are able to View. Enter **Announcement Title** and **Message**. Use Editing Toolbar to Customize your Message. Select **Icon Dropdown** to Add Icon to Announcement. Select **Save** to Save your Changes

A screenshot of the 'Announcements' form with seven numbered callouts pointing to specific fields and controls:

1. Enter Begin and End Date: Points to the 'Begin' and 'End' date input fields.
2. Select the Public Option to Display to Families & Staff: Points to the 'Public' checkbox.
3. Enter Title for Announcement: Points to the 'Title' input field.
4. Enter Message Details: Points to the main message text area.
5. Use Editing Toolbar to Customize Message: Points to the rich text editor toolbar.
6. Select Dropdown to Add Icon: Points to the 'Icon' dropdown menu.
7. Select Save to Save your Changes: Points to the 'Save' button.

# Your Announcement will Now Display on the FACTS Home Page and Family Portal

The screenshot shows the 'Home' page of the FACTS system. At the top, there is a 'Home' header with a hamburger menu icon. Below this is a 'Calendar' section with a date range of 'Date (07-24-2022 - 07-30-2022)' and a dropdown menu showing 'Friday, Jul 29, 2022'. A calendar event titled 'Teacher Training' is listed for 'Thursday Jul, 28 | 3:00 PM'. Below the calendar are 'PREV' and 'NEXT' navigation buttons. The 'Announcements' section features an apple icon and the text: 'Welcome Back!! Welcome back to the new year 2023. We hope you had a joyful ...'.

Display on the  
FACTS Home Page

The screenshot shows the 'Premier Academy' family portal. On the left is a navigation sidebar with a 'School Logo' link and menu items for 'School', 'Student', 'Family', and 'Apply / Enroll'. The main content area has an 'Announcements' section with an apple icon and the text: 'Welcome Back!! Welcome back to the new year 2023. We hope you had a joyful and safe Holiday season and we look forward to the New Year.' Below this is an 'Events' section with a calendar icon.

Display on the  
FACTS Family Portal