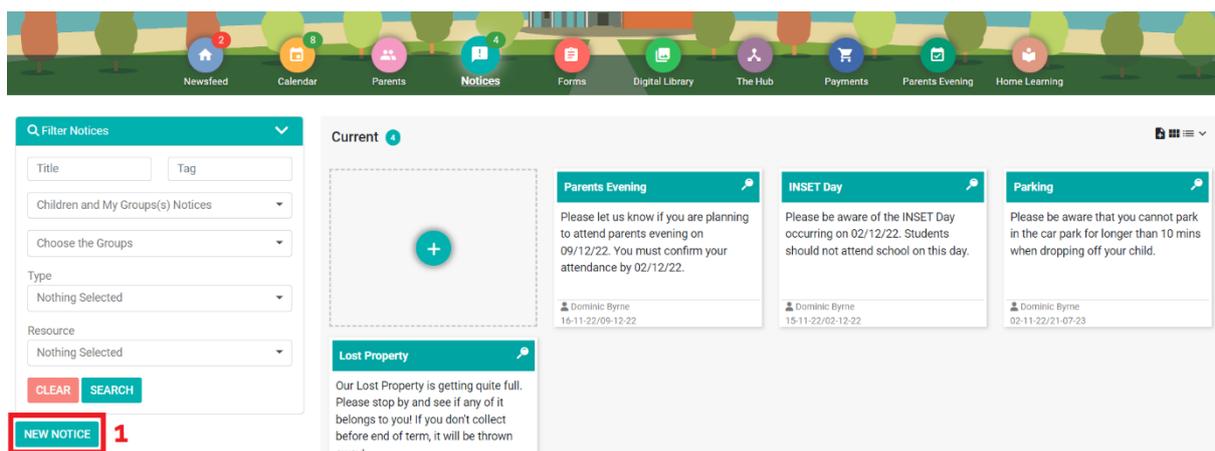


## How to create a simple notice

- 1) Click 'New Notice'.
- 2) Click 'Title' to add a title.
- 3) Choose your 'Recipients' from the drop-down menu.
- 4) Type the notice information in the 'message' box.
- 5) Choose a 'Start date' and 'End date' and select times for the notice to be published between.
- 6) Choose an option from the 'Set a type' drop-down menu.
- 7) Click 'Publish.'



### New Notice

GENERAL      NOTIFICATION CHAIN      ATTACHMENT

Title \*  
Title **2**

Recipients \*  
Choose the Recipients **3**

Message \*  
File Edit View Insert Format Tools Table  
[Rich Text Editor Icons]  
**4**  
p **5** 0 words tiny

Start Date \*  
23/11/2022 09:11

End Date \*  
07/12/2022 09:11

Allocate resources  
Nothing Selected

Set a type  
After school club **6**

SAVE PUBLISH