Creating Alerts Stepper

Creating an alert for your website.

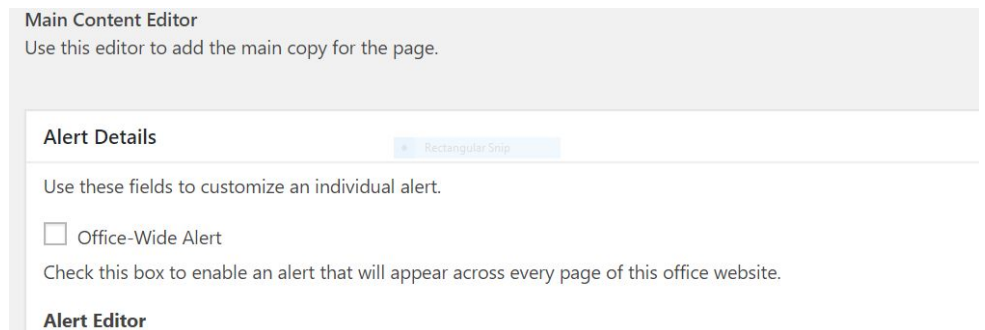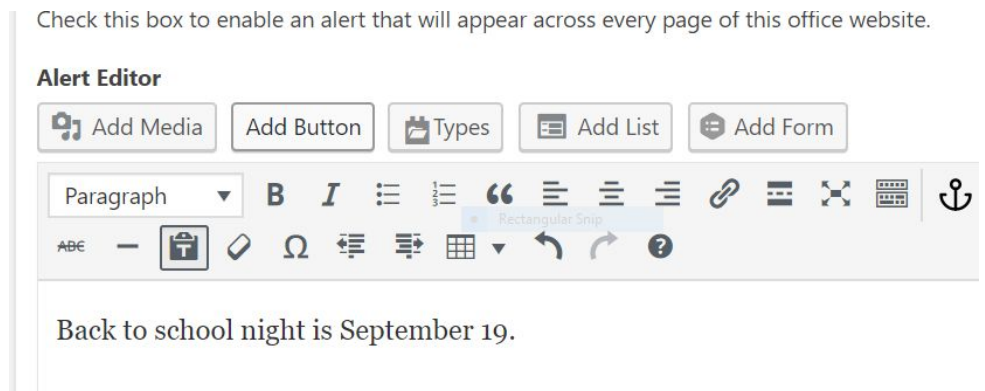|		
1	Hover over 'Alerts' in your dashboard located on the left side bard. Select Add New.	
2	Enter a title for the alert.	
3	Select whether you want the alert to appear on all of your pages. Leaving the box unchecked will only add the alert to the homepage.	
4	Using the main editor, add the alert information. Example: Back to school night is September 19. Remember, this is an alert. We recommend only a few lines are needed. You can link your user to another page or document if you need more than a few lines of information.	
5	Select an end date and time for your alert to automatically removed from the site. All alerts need a required end date and time or you will not be able to save the alert.	
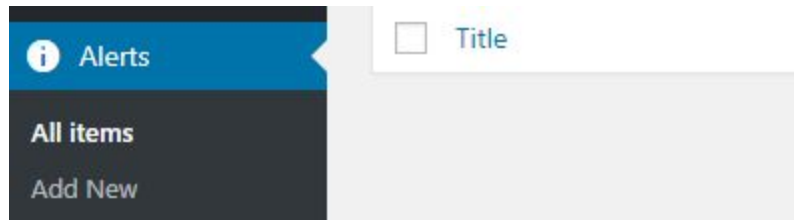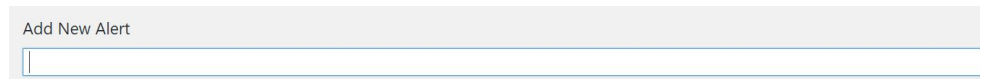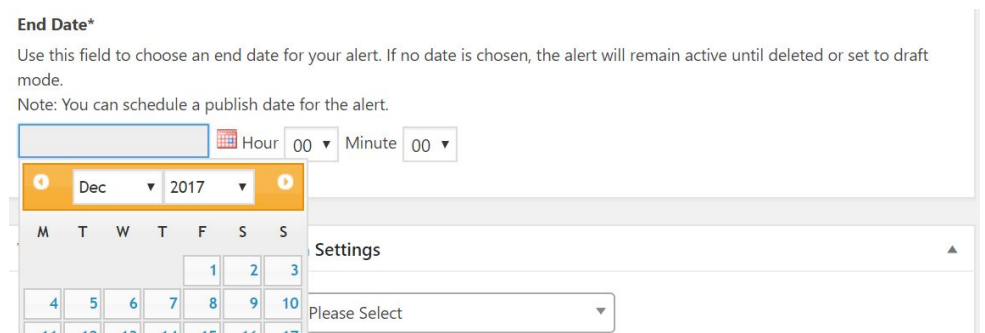
| 6 | Click 'Publish' for the alert to be immediately displayed on the site.

Or you can schedule the alert to go up at certain date | **Publish** ▲ |
|---|---|---|

Publish ▲

Save Draft		Preview

⚲ Status: **Draft** Edit

👁 Visibility: **Public** Edit

📅 Publish **immediately** Edit

Move to Trash   **Publish**

Publish ▲

Save Draft		Preview

⚲ Status: **Draft** Edit

👁 Visibility: **Public** Edit

📅 Schedule for: **Jan 5, 2018 @ 05:00**

01-Jan ▼	5	,	2018	@	5	: 00

OK   Cancel

Move to Trash   **Schedule**