How to Post Announcements on Trinity Today
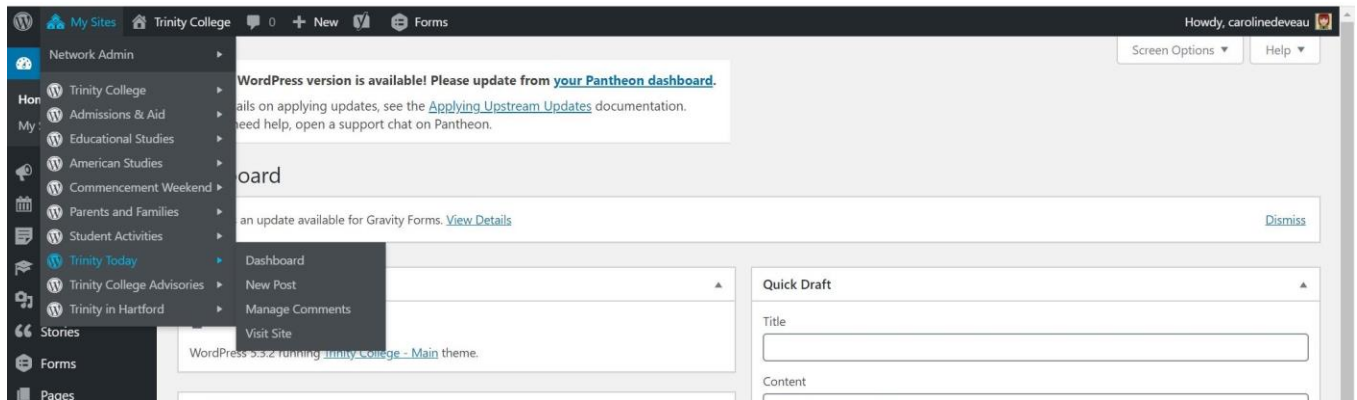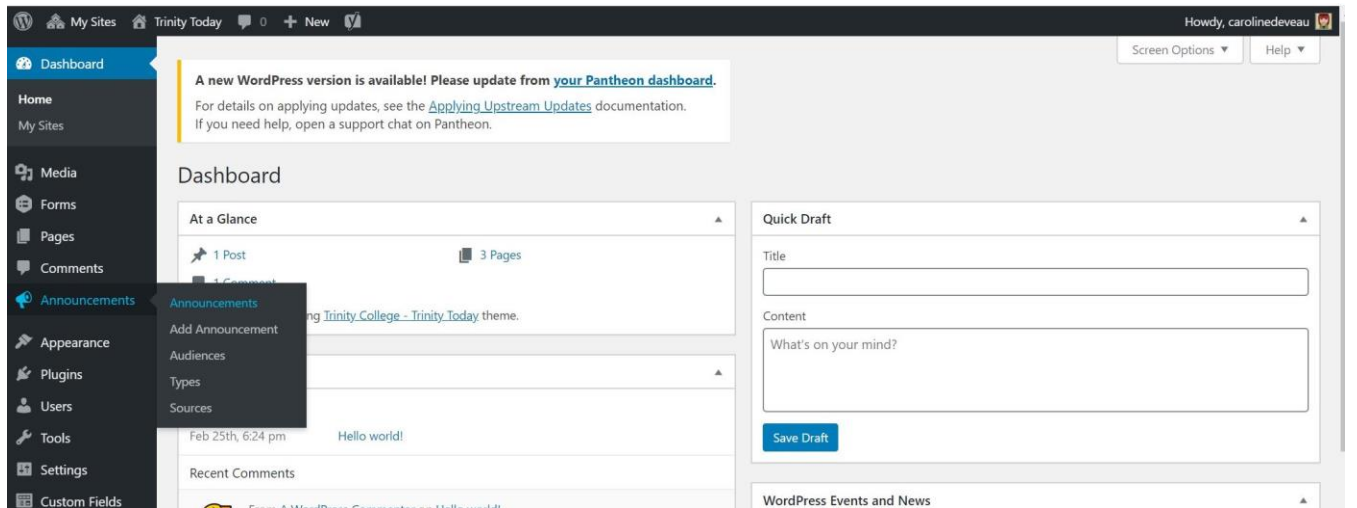
Log into the trincoll.edu WordPress site using your Trinity credentials:

https://www.trincoll.edu/wp-admin

Once logged in, navigate to the Trinity Today site using the "My Sites" menu in the top left corner of the WordPress dashboard. Go to the Trinity Today dashboard.

In the Trinity Today site, go to the Announcements item in the left menu.

Click the "Add Announcement" button at the top of the page. It will open a new page editor for the new announcement.

Title: Title of the document. Readers click on this title to go to the detail page or off to an outside link

Date: Choose the date you're posting the announcement. This date is tied to the order in which the announcements appear on the website.

Blurb: This is a subhead for the announcement. Or, if the announcement is only 1-2 sentences, this can be used for the entire announcement. Do not post lengthy copy here.

Expiration Date: At 11:59 p.m. on this date, the announcement will expire from the website and will no longer appear in the Trinity Today email.

Link: Use this field if the reader should go to an outside site or page, rather than to a detail page in Trinity Today. For example, a form, survey, or publication.

Image: Optional. If an image is not added, the announcement will have a default image on the Trinity Today website.

Type: Category of announcement

Source: Office, department, or program making the announcement

Audience: Choose one

WYSIWYG Component: Add the details of the announcement in this field. Adding copy to this field will automatically generate the detail page for the announcement (which readers access when they click on the title of the announcement).

Editing announcements

After an announcement expires, the owner (person who posted the announcement) can edit any field in the announcement and choose to update the expiration date so that it becomes "live" on Trinity Today. This is a good option for editors who have to regularly communicate information.

Site admins can edit any announcement in the site. Authors can edit only their own announcements.

What can be posted as an announcement?

Anything that is not an event. If it can be booked in EMS, it shouldn't be an announcement. For example: Deadlines are good for announcements. Workshops (including virtual ones, which are booked in EMS), are not appropriate to promote using announcements.