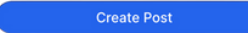
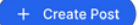


Posting News & Events

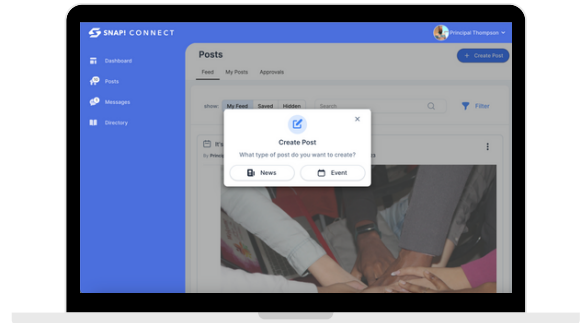
You can use the web or mobile app to post news and events.

To Publish a Post on the Web:

Step One

From the dashboard, click  or click [Posts](#) from the menu bar on the left and click .

Determine whether you want to post a news item or an event.

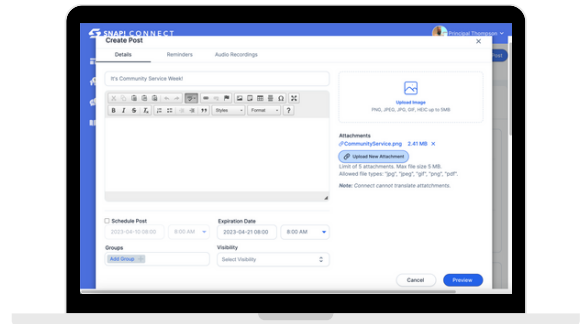


Step Two

Add a title and expiration date to your post. You may also choose to schedule your post to publish at a future date and time. If you do not choose that option, your post will publish immediately.

You are strongly encouraged to add an article image. This maybe something you download from the internet or upload from your phone.

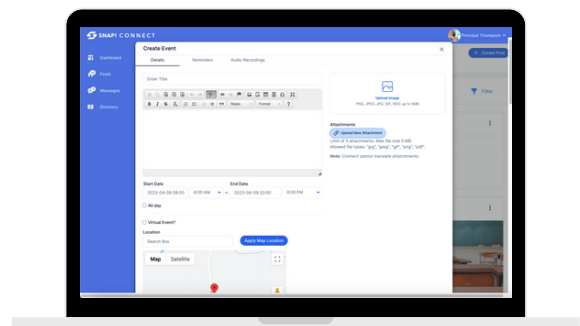
Snap! Connect cannot translate any text included in the image.



Optional: You can also add attachments (PDF's and images). These cannot be translated as Snap! Connect does not have access to the content. You may also choose to attach an audio recording. Enter the phone number you'd like the system to call, then record your message over the phone. You can then set these recordings to go to all recipients of your group or a specific language subset.

When Publishing An Event

Add a date, time, and physical location for an in-person event or a URL for a virtual event.



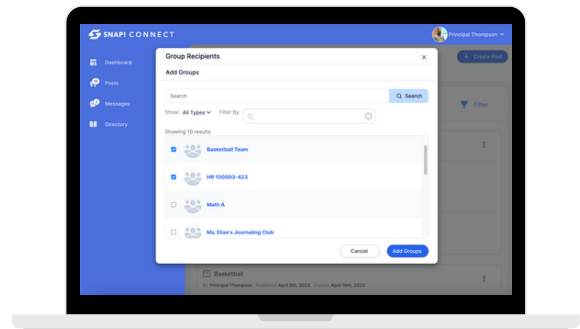
Step Three

Add content to your post. You can add tables, embed videos by pasting a URL, and format the font.

Under Recipients, click [Add Group](#) and select the checkbox next to the group(s) to whom you would like to publish this post. You can also use the search bar at the top of the pop-up to look for a specific group.

At the bottom of the window, select the roles to which you would like to publish your post from the Visibility drop-down menu. Select to publish to the guardians of the students in a given group.

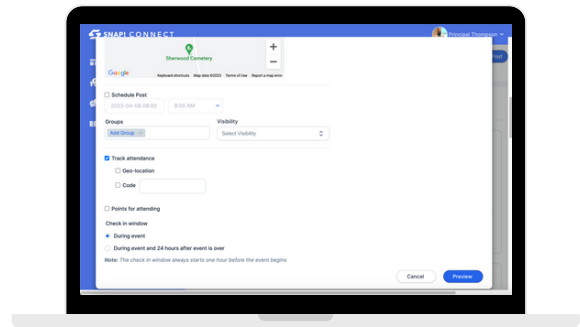
You may also choose to add a related reminder to publish at a future date by clicking [Reminders](#) at the top of the window.



Optional Event Features:

Track Attendance: If you want to track attendance once the event begins, click [Track attendance](#) and [Geo-location](#) and/or [Code](#). If you choose code, create a code. *Geo-location* can only be chosen for in-person events. Select if you want the check-in period to be during the event only, or also for the next 24 hours at the bottom of the page.

Assign Points: Determine if you want to assign points for attending the





Step Four

Preview and publish your post! If you are publishing to a group for which your post needs approval, it will be sent to the members of that group that have the permission to approve a post. They will then be able to return it to you for editing or publish it.



To Publish a Post on the Mobile App:

Step One

Tap  to post news or  to post an event.


Step Two

Add a cover image, title, and content.

Optional: You can choose to add additional images (up to five) or audio recordings. To add an audio recording, you can use the phone's microphone or enter another phone number. You can send the recording to all users of the group or only the users of a specific language subset.

Tap [Next](#).

Step Three

Choose your recipients by tapping the name(s) of the group(s) to whom you'd like to publish your post. You will see the names of the selected groups appear at the top of the screen. To post to specific roles, tap  and then tap [Done](#).

Tap [Next](#).

Optional Event Features:

Add the following event details—

- *Date and time*
- *Location or URL*
- *Track Attendance Options (optional): Geo-location (in-person events only) or code and check-in window*
- *Assign points (optional)*

Step Four

Choose to publish your post now or at a future date and time.

Set an expiration date for your post.

If you'd like, you can add related reminders to publish at a future date.

Tap [Preview](#) then tap [Publish Now](#).

