How to Use Your Connect Community Announcement Box

ACHA Connect announcements can be posted to the ACHA Community homepage to give members a more convenient way to view the most important community updates. Follow these steps to get started:

1. Find the announcement box on your community homepage

   ![Announcement Box](image)

   Using the “Add Announcement” button in the box on the right allows you to post a highlighted announcement on the community homepage to inform your community about important news or upcoming changes.

2. Format your announcement

   ![Add New Announcement](image)

   Clicking the add announcement button opens a new window where you can format your announcement. Announcements can include a title, message, URLs and attachments.
3. Including links in your message

There are **two ways** you can include links in your message. If you highlight text in the message body and click the link button, you can set the URL, **text to display in the body of the message**, and a title. It’s recommended to set the link to *open in a new window* to prevent individuals from being sent away from the community site.

The second way is to add the link to your **entire announcement**. Here’s a sample announcement that exemplifies this:
4. Save and publish your announcement

Here you can see the announcement on the right in the blue box includes both the link within the body of the text and the URL attached to the entire announcement that we formatted in the last image. This announcement is now featured on the community home page. Use the buttons circled in red to edit or delete your announcement after its been published.