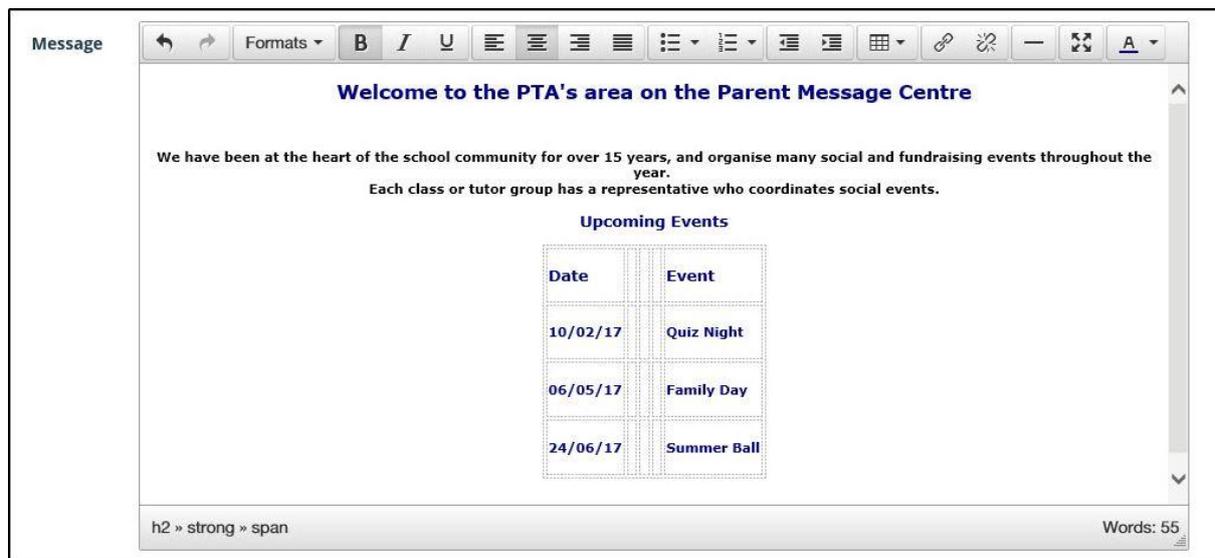


How to add a welcome message to the PTA Zone

Adding a welcome message to the PTA Zone gives parents instant initial information about the PTA, letting them know what the PTA do, who they are, and what the PTA Zone offers them.

1. Ensure you are logged into the Staff Message Centre.
2. Click 'Latest News' in the PTA Zone. This will open the 'Welcome' page.
3. Type your welcome message into the 'Message' field. Use the formatting tools to edit the layout as you wish - links, lists and tables can be added.



Message

Welcome to the PTA's area on the Parent Message Centre

We have been at the heart of the school community for over 15 years, and organise many social and fundraising events throughout the year.
Each class or tutor group has a representative who coordinates social events.

Upcoming Events

Date	Event
10/02/17	Quiz Night
06/05/17	Family Day
24/06/17	Summer Ball

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The Welcome Message editor

4. Once your message has been created, click 'Save'. It will display in the PTA Zone in the Parent Message Centre.



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Parent Message Centre appearance