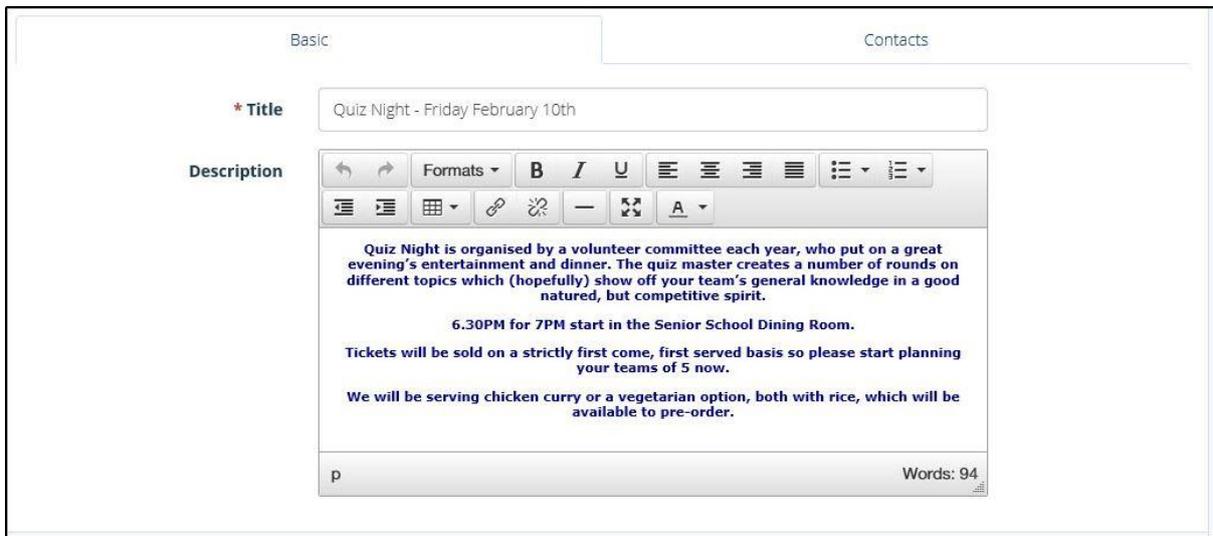


## How to add posts to the PTA Activities page

Keep parents up to date with PTA activities by regularly posting details of events in the PTA Zone.

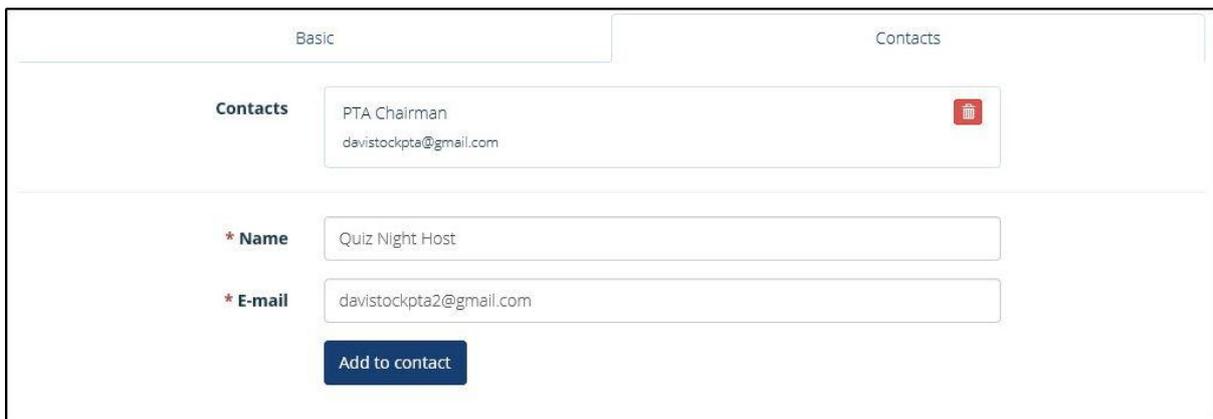
1. Ensure you are logged into the Staff Message Centre.
2. Click 'Latest News' in the PTA Zone, and click 'Activities' in the left-hand menu.
3. Click the '+New' button.
4. Enter the post's title, and add further information in the 'Description' field. Use the formatting tools to edit the layout as required – lists, links and tables can be added.



The screenshot shows the 'Basic' tab of a form. The 'Title' field contains 'Quiz Night - Friday February 10th'. The 'Description' field is a rich text editor with a toolbar containing options for undo, redo, formats, bold, italic, underline, bulleted list, numbered list, link, unlink, indent, and font color. The description text is: 'Quiz Night is organised by a volunteer committee each year, who put on a great evening's entertainment and dinner. The quiz master creates a number of rounds on different topics which (hopefully) show off your team's general knowledge in a good natured, but competitive spirit. 6.30PM for 7PM start in the Senior School Dining Room. Tickets will be sold on a strictly first come, first served basis so please start planning your teams of 5 now. We will be serving chicken curry or a vegetarian option, both with rice, which will be available to pre-order.' A word count of 94 is shown at the bottom right.

### The PTA Activity 'Description' field

5. Click the 'Contacts' tab to add an email address and contact for parents to message if required:
  - a. Enter the contact's name.
  - b. Enter the contact's email address.
  - c. Click 'Add to Contact'.
  - d. Repeat as necessary.



The screenshot shows the 'Contacts' tab of the form. It features a 'Contacts' field with a dropdown menu showing 'PTA Chairman' and the email 'davistockpta@gmail.com'. Below this are fields for '\* Name' (Quiz Night Host) and '\* E-mail' (davistockpta2@gmail.com). An 'Add to contact' button is located at the bottom.

### The PTA Activity 'Contacts' tab

6. Click 'Save' after entering the appropriate details.

The post will be displayed in the PTA Zone in the Parent Message Centre. Parents can click a button to email the contact saved in the post.