Drupal - Basic: Announcements in Drupal

Last Modified on 11/13/2023 3:04 pm EST

Announcements

Announcements now appear on the website in listings [https://brynmawr.edu/inside/latest/announcements ⧉] as well as in the Daily Digest e-newsletter.

Announcements are items that can be submitted via one form to appear in both places or only on the website or only in the Daily Digest.

Announcements can appear up to twice in the e-newsletter. They include a headline, an information blurb of up to 200 characters for the Daily Digest, expanded information for the Announcement Detail Page on the website, an optional link for more information, and a tag so they can be syndicated to other pages within our site as an Announcement 4 up Flexible Content Item.

Creating an Announcement:

- **Drupal Users:** Content->Add Content->Announcement and fill out the form.
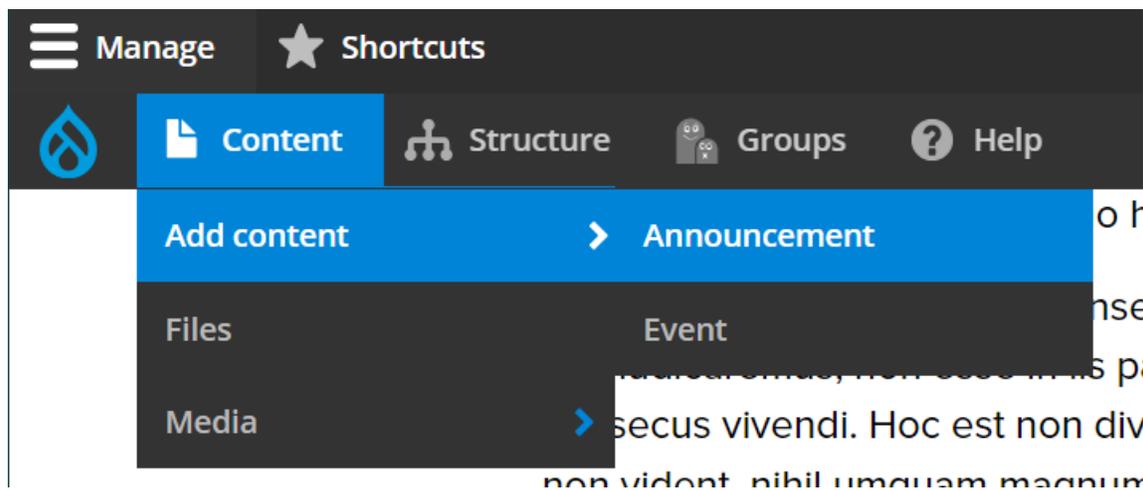
OR

On your Group Page, find the Submit Content area on the right and click on the Announcement link and then fill out the form.

Submit content

[Announcement](#)

[Event](#)

- **Non-Drupal Users:** Navigate to https://www.brynmawr.edu/inside/announcements/submit and fill out the form.

Filling in the form for Drupal Users (logged in):

Title
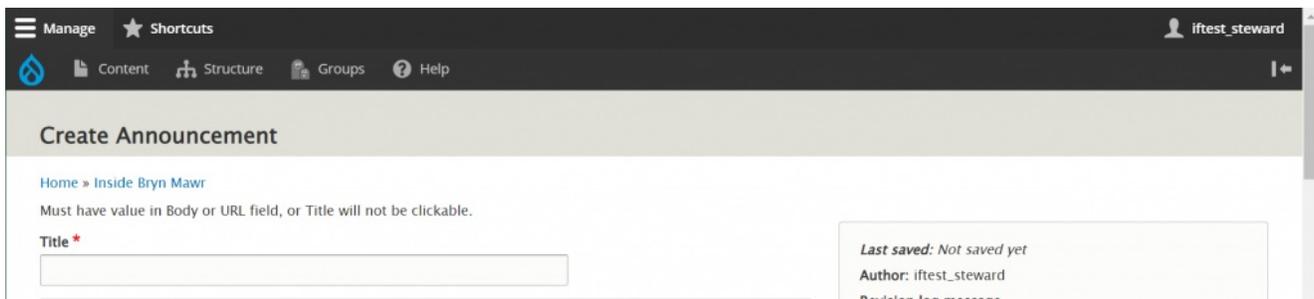
Fill in the title of Announcement [Example: Last day of class]

Listing Display Date and Time

This field determines when an announcement is displayed on the announcement listing webpage and is pre-populated with the timestamp of when you are submitting your announcement.

It defaults to the current date and time so that the announcement will appear immediately upon approval for publication. If you would like to schedule an announcement in advance, you may change this field to a future date.

You can leave this field as is, if you prefer.

DATE & TIME *

01/05/2022   📅   04:09:45 PM   🕐

This defaults to the date and time you are submitting. You do not need to change this.

Blurb

The next field is the Blurb field. Information in this field appears in the Daily Digest and the Announcement List view and is limited to 200 characters.

Blurb

This text will appear in the Daily Digest and Announcement list view. Character limit is 200.
Used: 0
Remaining: 200

Link Information

Optional field. The next field is to add a URL and link text to your announcement. This is especially helpful for adding a registration link.

If the URL you add is a Zoom link please be aware that it must be either a registration link or a recording link. Non-registration or non-recording Zoom links will throw an error on the screen and not allow you to save the Announcement.

Leaving the Link Information field blank will have the Announcement appear as plain text on the Announcements listing page.

LINK INFORMATION

URL

This must be an external URL such as *http://example.com.*

Link text

URLs must start with either http:// or https://

Link Text example: "Click here to register for this event"

Fill in the Link Information with a URL that begins with either *http://* or *https://* This URL will be linking the title of the announcement to the URL address, whether that is an outside link or a page on the Bryn Mawr website

Email

Fill in your email so that Communications can contact you.

Email of person submitting this form *

We will contact you with any questions about this post

List of Announcements page Opt In/ Opt out

There is a CHECKBOX to show or NOT show your announcement in Announcements Listing Page (inside/latest/announcements)

By default, it is UNCHECKED (Opt-in) which means it WILL show up in the Announcement Listing page (inside/latest/announcements)

When it is unchecked, there are fields to fill in that will help your announcement have detailed information which will appear on the website. The Announcement can be syndicated in an Announcement 4up Flex Content Item. The body field in this area can be used to help the announcement have a detail page that can have lots of additional information.

☐ Do NOT show in lists of announcements

▼ WEBSITE INFO

Body

| Styles ▾ | **B** *I* x² x₂ Ω | ⇔ ⇥ ⚑ | ≔ ≟ | 🖼 ▶ ⊞ ❞ ☰ | ⇥ ⇥ 📋 📋 *I*ₓ 話▾ | ⌨ Source ⛶ |

Here is an example of what an Announcement Detail page would look like:

Inside Bryn Mawr Home › The Latest ›

Wildfires and Air Quality

posted **JUNE 7, 2023**

Canadian wildfires have smoke lingering in PA causing unhealthy outdoor air quality. Since it could be weeks for fires to be controlled, utilizing the EPA's AirNow tool to stay up to date on local air affects is suggested.

ENVIRONMENTAL HEALTH AND SAFETY OFFICE

For more: https://www.airnow.gov/

You can OPT-OUT of displaying the announcement on the website by checking the box .

This will collapse the fields used for website-only display.

☑ Do NOT show in lists of announcements

☐ Do NOT publish in the Daily Digest

▼ DAILY DIGEST INFO

It is possible to accidentally check both boxes (OPT-OUT) for both the Website listing and the Daily Digest.

☑ Do NOT show in lists of announcements

☑ Do NOT publish in the Daily Digest

In that case, Drupal will warn you that you can't do both.

Body

Optional field. The next field is an Advanced WYSIWYG where you can put images, videos, blockquotes, links, as well as bulleted and numbered lists. Information in this field will only display on the Announcement Detail Page. You can read more about how to use a WYSIWYG in our Flexible Content article.
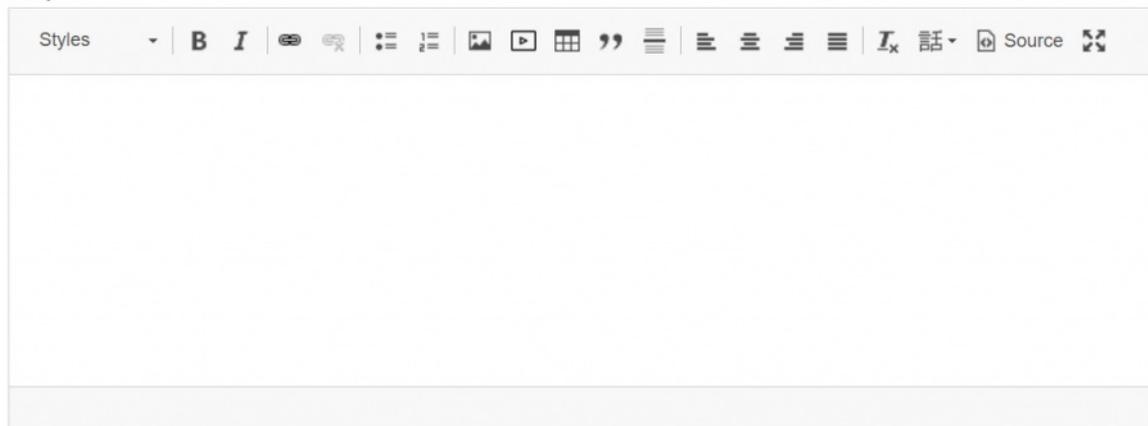
This optional field only needs to be added if you want your announcement to link to a more detailed page of information on the website (Announcement Detail Page). Leaving the body field blank will cause the announcement to link directly to the URL that you put in the Link Information field. If both the Body field and the Link Information field are blank the announcement will just appear as plain text on the listing page.

Tags (syndication)

This next field is how you can syndicate your announcement across our website. By selecting tags that are relevant for your announcement it can be pulled into other pages by referencing that specific tag through an Announcement 4-Up Flexible Content Item on that page. (Please see our AskAthena article on Flexible Content Items for more details □)

This Tag field is an Autocomplete field, so you will need to start typing to see some tags from which to choose.

You can add another tag by clicking the Add another item button.

Daily Digest Opt In/ Opt out

Default is for it to appear in the Daily Digest (opt in)

To Opt Out of Daily Digest Publication: You can also choose **not** to publish your event in the Daily Digest by checking the box next to that selection.

Daily Digest – Opt in

If you want your announcement published in the Daily Digest, please select which audience group you wish to advertise this announcement.
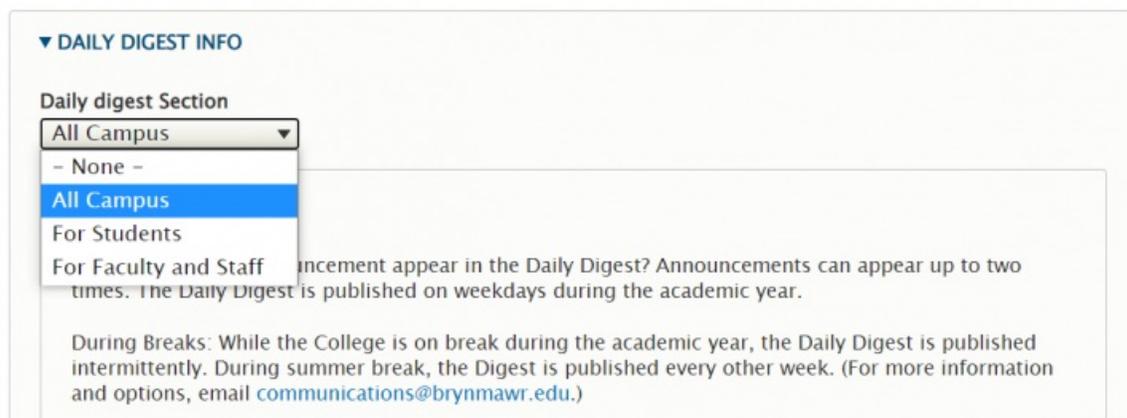
Also, please select up to two Daily Digest publish dates

Manage ★ **Shortcuts**

📄 Content   🔧 Structure   👥 Groups   ❓ Help

▼ DAILY DIGEST DATES

When should this announcement appear in the Daily Digest? Announcements can appear up to two times. The Daily Digest is published on weekdays during the academic year.

During Breaks: While the College is on break during the academic year, the Daily Digest is published intermittently. During summer break, the Digest is published every other week. (For more information and options, email communications@brynmawr.edu.)

Show row weights

DAILY DIGEST DATE

Daily Digest Date

✛   mm/dd/yyyy 📅

Daily Digest Date

✛   mm/dd/yyyy 📅

This Daily Digest date field has a date picker for your convenience. You can always type the date manually in the field instead.
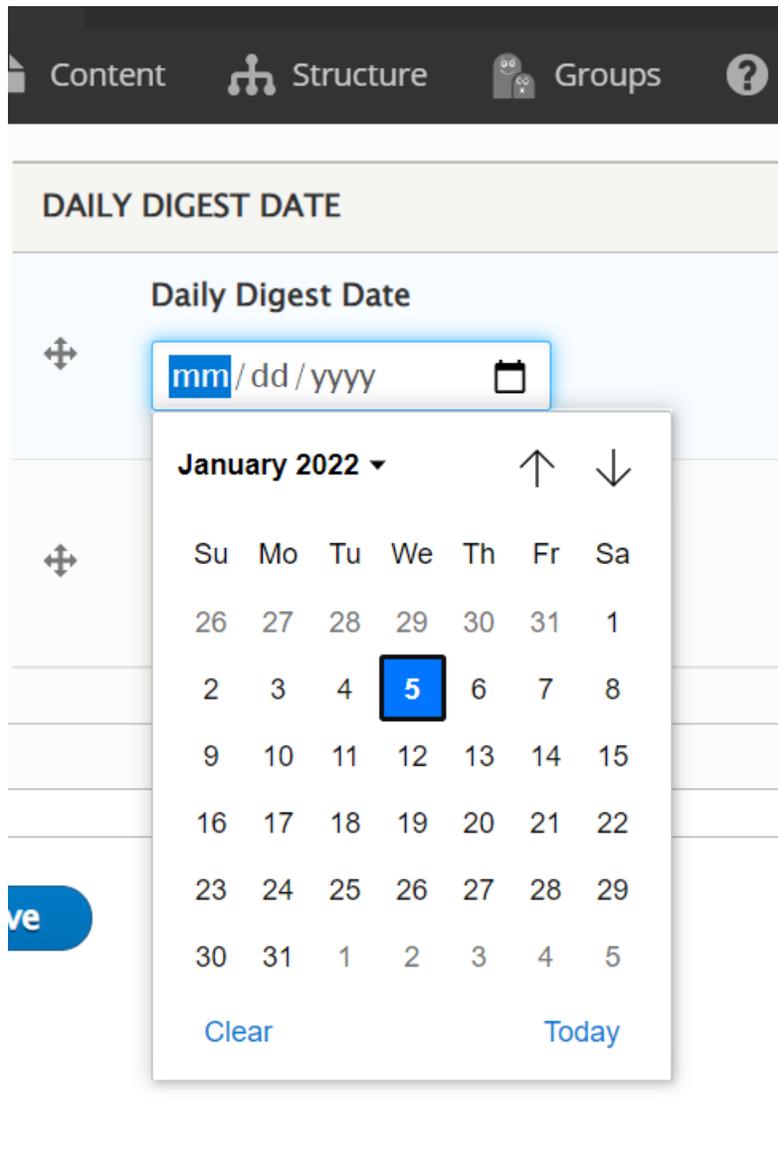
Press Save

Await confirmation that it has been published.
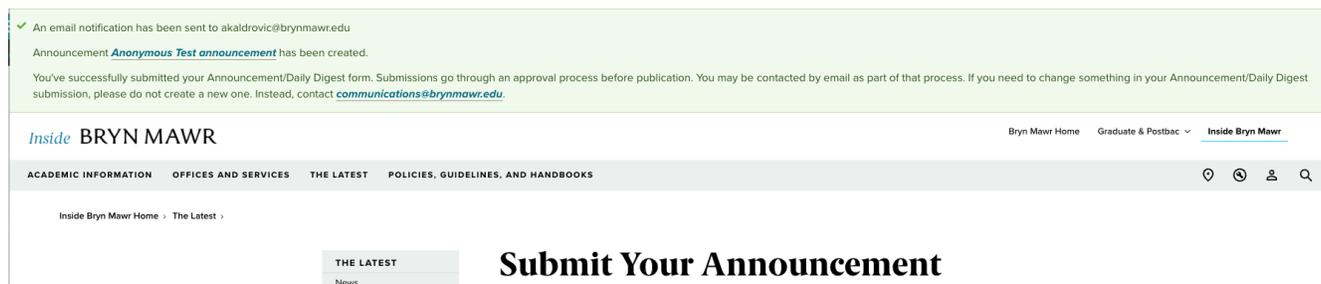
✓ An email notification has been sent to akaldrovic@brynmawr.edu

Announcement *Anonymous Test announcement* has been created.

You've successfully submitted your Announcement/Daily Digest form. Submissions go through an approval process before publication. You may be contacted by email as part of that process. If you need to change something in your Announcement/Daily Digest submission, please do not create a new one. Instead, contact **communications@brynmawr.edu**.

Inside BRYN MAWR

Bryn Mawr Home   Graduate & Postbac ⌄   **Inside Bryn Mawr**

ACADEMIC INFORMATION   OFFICES AND SERVICES   THE LATEST   POLICIES, GUIDELINES, AND HANDBOOKS

Inside Bryn Mawr Home › The Latest ›

THE LATEST
News

Submit Your Announcement

What to Expect Upon Pressing the "Save" Button:

- You will receive a message stating your announcement has been submitted for review.
- The announcement will remain unpublished until Communications can review it.
- If any additional information is necessary, you will be contacted by Communications.
- When your announcement is approved and published, you will be contacted by Communications.
- Your announcement will appear on the Announcements Landing Page in posted date order.
  - *Alert Icon* - From time to time, you may see an alert icon (*as seen in the first item in the image below*) on select listings on the announcement listing webpage. The use of this icon is managed by, and at the discretion of, the Office of College Communications and is used to elevate the status of announcements that align with emergent issues and institutional priorities.

Announcements

- If you did not opt out of advertising in the Daily Digest, your announcement will be advertised on the dates you selected in the Daily Digest.
- If you choose to add an Announcement 4-up Flexible Content Item⧉ to a page in your section your announcement will appear there only if you have chosen the tag you added to your announcement upon its creation.

Fill in form as Non-Drupal User (not logged in)

Title

Fill in the title of Announcement [Example: Last day of class]

Blurb

The next field is the Blurb field. Information in this field only appears in the Daily Digest and is limited to 200 characters.

BLURB

This text will appear in the Daily Digest and Announcement list view. Character limit is 200.
Used: 0
Remaining: 200

Link Information

Optional field. The next field is to add a URL and link text to your announcement. This is especially helpful for adding a registration link.

If the URL you add is a Zoom link please be aware that it must be either a registration link or a recording link. Non-registration or non-recording Zoom links will throw an error on the screen and not allow you to save the Announcement.

Leaving the Link Information field blank will have the Announcement appear as plain text on the Announcements listing page.

LINK INFORMATION

This must be an external URL such as *http://example.com.*

URLs must start with either http:// or https://

Fill in the Link Information with a URL that begins with either http:// or https:// This URL will be linking the title of the announcement to the URL address, whether that is an outside link or a page on the Bryn Mawr website

Email of person submitting form

Fill in your email so that Communications can contact you.

EMAIL OF PERSON SUBMITTING THIS FORM *

We will contact you with any questions about this post

List of Announcements page Opt In/ Opt out

There is a CHECKBOX to show or NOT show your announcement in Announcements Listing Page (inside/latest/announcements)

By default, it is UNCHECKED (Opt-in) which means it WILL show up in the Announcement Listing page (inside/latest/announcements)

When it is unchecked, there are fields to fill in that will help your announcement have detailed information which will appear on the website. The Announcement can be syndicated in an Announcement 4up Flex Content Item. The body field in this area can be used to help the announcement have a detail page that can have lots of additional information.

☐ Do NOT show in lists of announcements

▾ WEBSITE INFO

BODY

B *I* | ⚊ ⚊ | ▌ | *I*ₓ 話 ▾ | Source ⤢

You can OPT-OUT of displaying the announcement on the website by checking the box .

This will collapse the fields used for website-only display.

☑ Do NOT show in lists of announcements

☐ Do NOT publish in the Daily Digest

▾ **DAILY DIGEST INFO**

DAILY DIGEST SECTION

It is possible to accidentally check both boxes (OPT-OUT) for both the Website listing and the Daily Digest.

☑ Do NOT show in lists of announcements

☑ Do NOT publish in the Daily Digest

In that case, Drupal will warn you that you can't do both.

❌ The announcement must be published to the Daily Digest, shown in announcement lists, or both.

Inside BRYN MAWR

Body

Optional field. The next field is a Basic WYSIWYG where you can only bold and italicize, as well as place a link. Information in this field will only display on the Announcement Detail Page. You can read more about how to use a WYSIWYG in our Flexible Content article.

This optional field only needs to be added if you want your announcement to link to a more detailed page of information on the website (Announcement Detail Page). Leaving the body field blank will cause the announcement to link directly to the URL that you put in the Link Information field. If both the Body field and the Link Information field are blank the announcement will just appear as plain text on the listing page.

WEBSITE INFO

BODY

This text will appear on the Announcement detail page.

Daily Digest Opt In/ Opt out

Default is for it to appear in the Daily Digest (opt in)

To Opt Out of Daily Digest Publication: You can also choose **not** to publish your event in the Daily Digest by checking the box next to that selection.

If you don't want your announcement in the Daily Digest you can select to opt out of the Daily Digest by ticking the box.

Daily Digest Opt In – If you want it in Daily Digest, please click the Daily Digest Info to open that section and fill in the fields.

Select which audience group you wish to advertise this announcement.

Also, please select up to two Daily Digest publish dates. This Daily Digest date field has a date picker for your convenience. You can always type the date in the field manually instead.

When should this announcement appear in the Daily Digest? Announcements can appear up to two times. The Daily Digest is published on weekdays during the academic year.

During Breaks: While the College i ... r, the Daily Digest is published intermittently. During su ... I every other week. (For more information and options, ema ... .)

DAILY DIGEST DATE

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

mm / dd / yyyy

DAILY DIGEST DATE

mm / dd / yyyy

CAPTCHA

Finally, you will encounter a CAPTCHA to ensure you are not a robot.

▾ CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

MATH QUESTION * 1 + 9 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

SUBMIT

Once you complete that CAPTCHA you can press Submit

Await confirmation that it has been published.

✓ An email notification has been sent to akaldrovic@brynmawr.edu

Announcement *Anonymous Test announcement* has been created.

You've successfully submitted your Announcement/Daily Digest form. Submissions go through an approval process before publication. You may be contacted by email as part of that process. If you need to change something in your Announcement/Daily Digest submission, please do not create a new one. Instead, contact *communications@brynmawr.edu*.

Inside BRYN MAWR

Bryn Mawr Home   Graduate & Postbac ⌄   **Inside Bryn Mawr**

ACADEMIC INFORMATION   OFFICES AND SERVICES   THE LATEST   POLICIES, GUIDELINES, AND HANDBOOKS

Inside Bryn Mawr Home › The Latest ›

THE LATEST
News

Submit Your Announcement

What to Expect Upon Pressing the "Save" Button:

- You will receive a message stating your announcement has been submitted for review.
- The announcement will remain unpublished until Communications can review it.
- If any additional information is necessary, you will be contacted by Communications.
- When your announcement is approved and published, you will be contacted by Communications.
  - *Alert Icon* - From time to time, you may see an alert icon (*as seen in the first item in the image below*) on select listings on the announcement listing webpage. The use of this icon is managed by, and at the discretion of, the Office of College Communications and is used to elevate the status of announcements that align with emergent issues and institutional priorities.

Announcements

- Your announcement will appear on the Announcements Landing Page in posted date order.
- If you did not opt out of advertising in the Daily Digest, your announcement will be advertised on the dates you selected in the Daily Digest.
- If you choose to add an Announcement 4-up Flexible Content⧉ Item to a page in your section your announcement will appear there only if you have chosen the tag you added to your announcement upon its creation.

Still need Drupal help? Have more Drupal questions?

If after reading this article or watching the training videos you still have questions, we can help!

Sign-up for any of our Drupal Drop-ins⧉ throughout the year.

Schedule a Drupal training session⧉ for you or your whole department with our Drupal Trainer.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the**Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
Location: Canaday Library 1st floor