

# Drupal - Basic: Announcements in Drupal

Last Modified on 10/30/2025 2:46 pm EDT

Tags: [College Website](#)

## Announcements

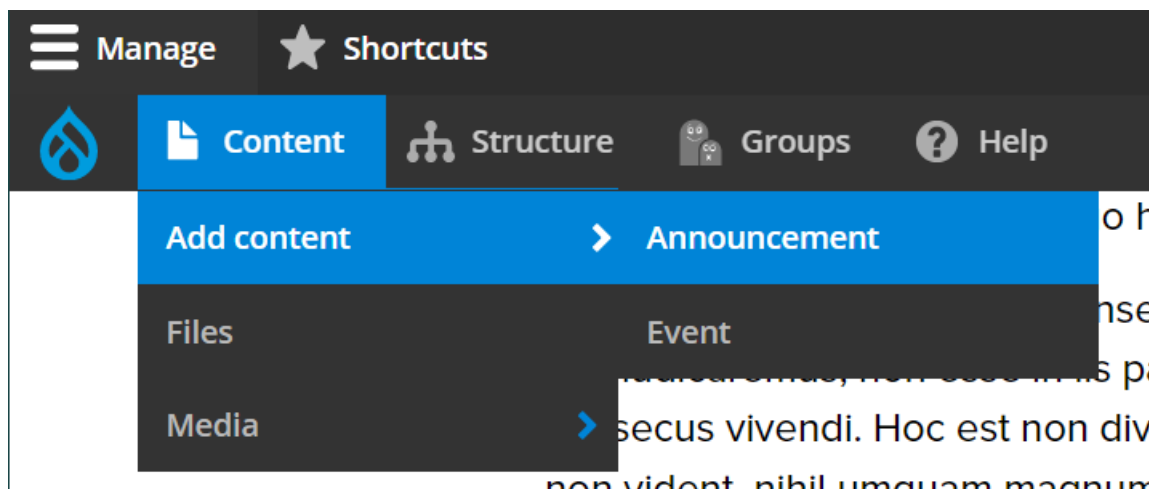
Announcements now appear on the website in listings [<https://brynmawr.edu/inside/latest/announcements>] as well as in the Daily Digest e-newsletter.

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 ]

[Home](#) » [Inside Bryn Mawr](#)

Must have value in Body or URL field, or Title will not be clickable.

Title \*

Last saved: Not saved yet  
Author: iftest\_steward  
[Redesign log message](#)

## 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.

#### LISTING DISPLAY DATE & TIME \*

04 / 30 / 2025 

11 : 14 : 41 AM

This field determines when an announcement is displayed on the [Announcement Listing webpage](#).

It defaults to the current date and time you are submitting so that the announcement will appear immediately upon approval for publication. You do not need to change this.

**If you would like to schedule an announcement in advance**, you may change this field to a future date.

## Announcement Expiration Date


This field determines when an Announcement is set to expire from syndicated displays (ex: in an Announcement 4-up on your web page) and is pre-populated with the date 30 days after the Listing Display date.

If you would like to schedule an announcement expiration for a different date , you may change this field date.

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

#### ANNOUNCEMENT EXPIRATION DATE

Announcement Expiration Date \*

05 / 30 / 2025 

Please select a date for this Announcement to expire from syndicated displays (ex: in an Announcement 4-up on your web page). If no date is selected, it will automatically expire 30 days after the Listing Display date. All announcements will be archived in the full [Announcements repository](#), even after expiration.

## 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 \*

This form is for TriCo community members only. All emails must be a valid TriCo email address. 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.

**Only check** this box if you **DO NOT** want your announcement displayed on the [Announcements Listing webpage](#) □

☐ Do NOT show in Announcements Listing page on the website

Only check this box if you DO NOT want your announcement displayed on the [Announcements Listing webpage](#)

▼ WEBSITE INFO \*

Short Description

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

[Academic Information](#) [Offices and Services](#) [The Latest](#) [Policies, Guidelines, and Handbooks](#)

[📍](#) [🕒](#) [👤](#) [🔍](#)

[Inside Bryn Mawr Home](#) > [The Latest](#) > [Announcements](#) >

# Midweek at Wyndham Restaurant

posted **APRIL 28, 2025**

Our Daily Buffet Specials are Posted Here

**Don't forget our "petite" à la carte menu**

Crab Cake Sandwich platter with tossed side salad **\$18.95**  
House-made Quiche of the week with tossed side salad **\$15.95**  
Pecan Crusted Chicken & Spinach Salad **\$16.95**

For more: <https://www.brynmawr.edu/inside/offices-services/wyndham-alumnae-house/restaurant>

**TAGGED AS**

Wyndham

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 Announcements Listing page on the website

Only check this box if you DO NOT want your announcement displayed on the [Announcements Listing webpage](#)

☐ 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 Announcements Listing page on the website

Only check this box if you DO NOT want your announcement displayed on the [Announcements Listing webpage](#)

☒ Do NOT publish in the Daily Digest

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

## Create Announcement ☆

[Home](#) » [Inside Bryn Mawr](#)

✖

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

## Website Info Section

☐ Do NOT show in Announcements Listing page on the website

Only check this box if you DO NOT want your announcement displayed on the [Announcements Listing webpage](#)

▼ WEBSITE INFO \*

Short Description

This text will appear in the Announcement list view and any Announcement 4-Ups. Character limit is 200.  
Used: 0  
Remaining: 200

Body \*

Paragraph ▾ Styles ▾ **B** *I*  $\times^2$   $\times_2$   $\Omega$  | [@](#) |  $\therefore$   $\frac{1}{2}$   $\frac{1}{2}$  ▾ | ▶ ▾ “ ” — | ▾  $T_x$

Choose lang... ▾

Text format 

Advanced ▾

About text formats ?

This text will appear on the Announcement detail page.

TAGS

+

- None - ▾

Remove

Add another item

If you choose to have your Announcement appear on the website, you have a few things you can include;

Short Description: This will be in the Announcement Teaser display that shows up on Listing pages and in Announcement 4up Flex Items.

**Short Description**

This text will appear in the Announcement list view and any Announcement 4-Ups. Character limit is 200.  
Used: 0  
Remaining: 200

## Body

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 will appear in the Announcement Detail page. It will be the longer, more detailed description of your Announcement.

**Body \***

Paragraph ▾ Styles ▾ **B** *I*  $\times^2$   $\times_2$   $\Omega$  | |

Choose lang... ▾

Text format **Advanced** ▾ [About text formats ?](#)

This text will appear on the Announcement detail 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](#) □)

You can additional tags by clicking the Add another item button.

TAGS

+

-Biology

Remove

+

- None -

Remove

Add another item

## Daily Digest Opt In/ Opt out

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

☐ Do NOT publish in the Daily Digest

**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.

☒ Do NOT publish in the Daily Digest

## 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.

▼ DAILY DIGEST INFO

Daily Digest Section

- None -

- None -

All Campus

Faculty / Staff

Graduate

GSAS

Postbac

Social Work

Students

DATES

Does announcement appear in the Daily Digest? Announcements can appear up to two times. The Daily Digest is published on the academic year.

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

Show row weights

DATE

Daily Digest Date

Also, please select up to two Daily Digest publish dates





✓ 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](mailto:communications@brynmawr.edu).



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[Inside Bryn Mawr Home](#) > [The Latest](#) >

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[Events](#) >

## 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

[Staff Association End-of-Year Sale: Calling All Volunteers](#) >

Apr 29, 2025

Calling all volunteers! Interested in helping with the End-of-Year Sale? We're glad to have you! Sign up as a volunteer for one or more shifts! More details within the sign-up form!

[Visit the Writing Center during Finals!](#) >

Apr 29, 2025

First week: Individual conferences from 1-5 p.m., writing study hall 7-10 p.m.  
Second week: schedule with tutors directly.  
For more info: [Brynmawr.edu/writingcenter](http://Brynmawr.edu/writingcenter) or the Writing Center whiteboard!

[Midweek at Wyndham Restaurant](#) >

Apr 28, 2025

Treat yourself on Tuesdays, Wednesdays, and Thursdays at Wyndham Restaurant! Lunch is served 11:30 a.m.-1:30 p.m.

[Hiring students for summer Digital Scholarship project](#) >

Apr 28, 2025

- 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 ]

# Submit Announcement

Title \*

### Announcement Expiration Date

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Announcement Expiration Date \*

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### 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 *https://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 \*

This form is for TriCo community members only. All emails must be a valid TriCo email address. We will contact you with any questions about this post.

### List of Announcements page Opt In/ Opt out

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☐ Do NOT show in Announcements Listing page on the website

Only check this box if you DO NOT want your announcement displayed on the [Announcements Listing webpage](#)

#### Website Info \*

##### Short Description

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 Announcements Listing page on the website

Only check this box if you DO NOT want your announcement displayed on the [Announcements Listing webpage](#)

☐ 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.

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

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### Website Info \*

#### Short Description

This text will appear in the Announcement list view and any Announcement 4-Ups. Character limit is 200.

Used: 0

Remaining: 200

#### Body \*

[About text formats](#) ?

This text will appear on the Announcement detail page.

If you choose to have your Announcement appear on the website, you have a few things you can include;

**Short Description:** This will be in the Announcement Teaser display that shows up on Listing pages and in Announcement 4up Flex Items.

### Short Description



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Used: 0

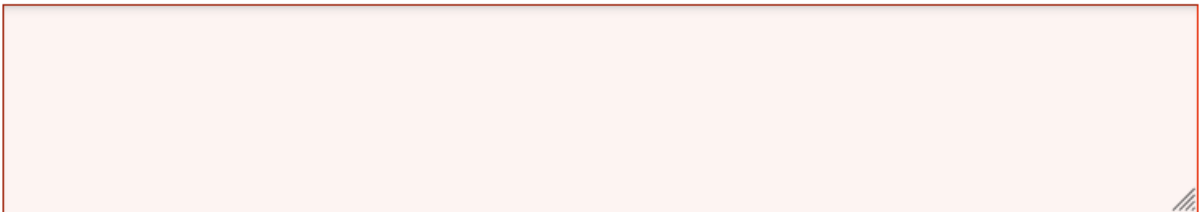
Remaining: 200

## Body

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This will appear in the Announcement Detail page. It will be the longer, more detailed description of your Announcement.

### Body \*



[About text formats](#) ?

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)

☐ Do NOT publish in the Daily Digest

**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.

☒ Do NOT publish in the Daily Digest

**Daily Digest Opt In** – If you want it in Daily Digest, please fill in the fields.

☐ Do NOT publish in the Daily Digest

#### Daily Digest Info



##### Daily Digest Section

- None -

##### 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](mailto:communications@brynmawr.edu).)

Daily Digest Date		Order
	<b>Daily Digest Date</b> mm / dd / yyyy 	
	<b>Daily Digest Date</b> mm / dd / yyyy 	

Select which audience group you wish to advertise this announcement.



### Daily Digest Section

- None -

- None -
- All Campus
- Faculty / Staff
- Graduate
- GSAS
- Postbac
- Social Work
- Students

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.

### Daily Digest Dates

When should the Daily Digest be published? Announcements can appear up to two times. 1

During Breaks the Daily Digest is published infrequently. For more information, see the [Daily Digest](#) page.

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During the academic year, the Daily Digest is published every other week. (For more information, see the [Daily Digest](#) page.)

Daily Digest	Order
<div>mm/dd/yyyy</div> <div>mm/dd/yyyy</div>	

### CAPTCHA

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

## CAPTCHA \*

Math Question \*  $2 + 6 =$

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

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

☐ Publish

You can not change the Publish status.

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](mailto:akaldrovic@brynmawr.edu)

Announcement [Anonymous Test announcement](#) has been created.

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## 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](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor