

Drupal - Basic: Announcements in Drupal

Last Modified on 06/22/2022 11:21 am EDT

Announcements

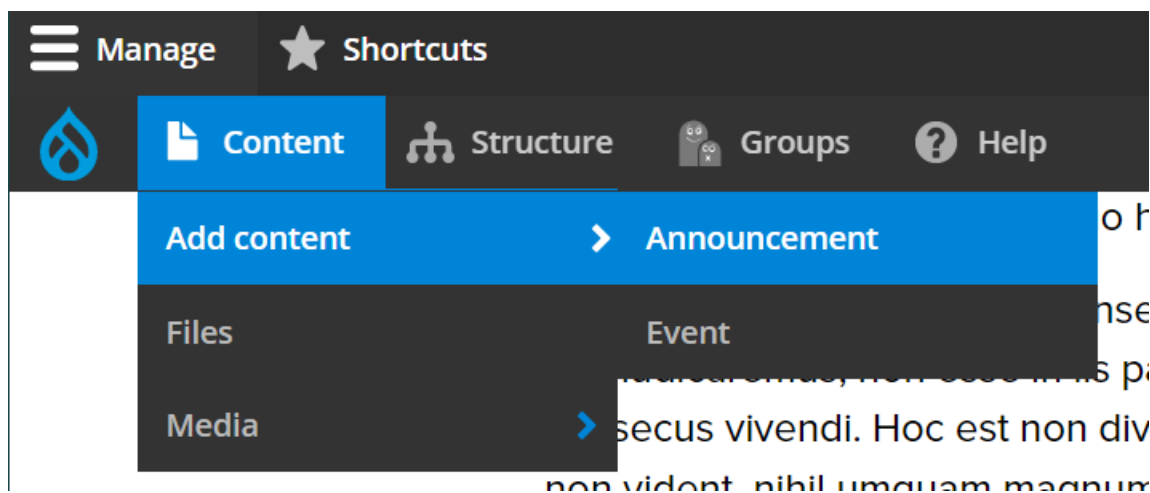
Announcements now appear on the website in listings [<https://brynmawr.edu/inside/latest/announcements>] as well as in the Daily Digest e-newsletter.

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

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.

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](#)

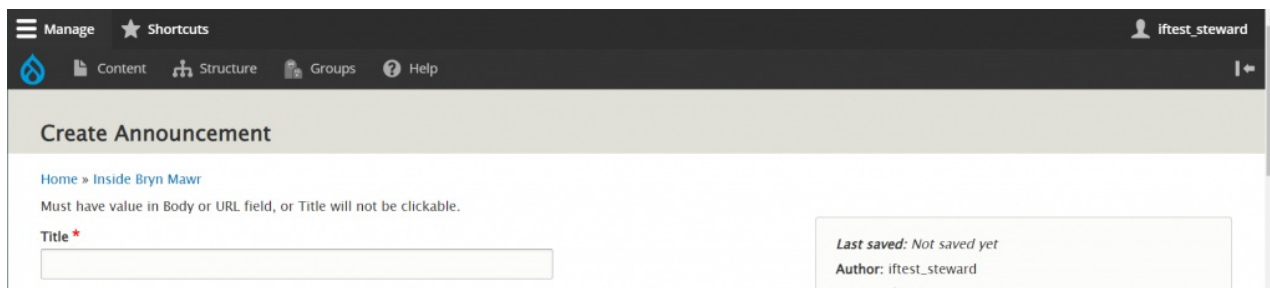
[Event](#)

- **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):

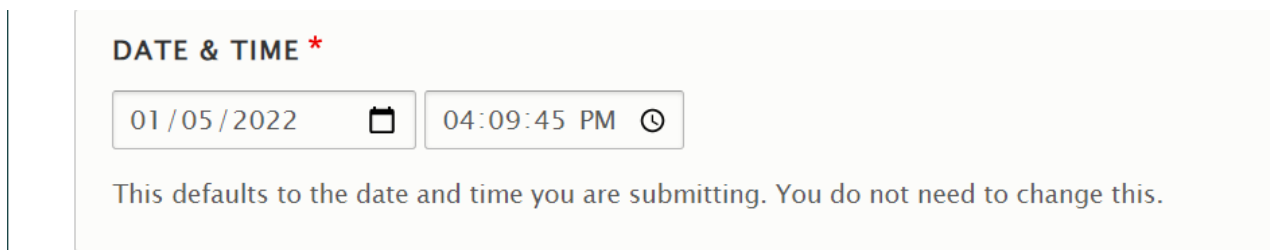
Title

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



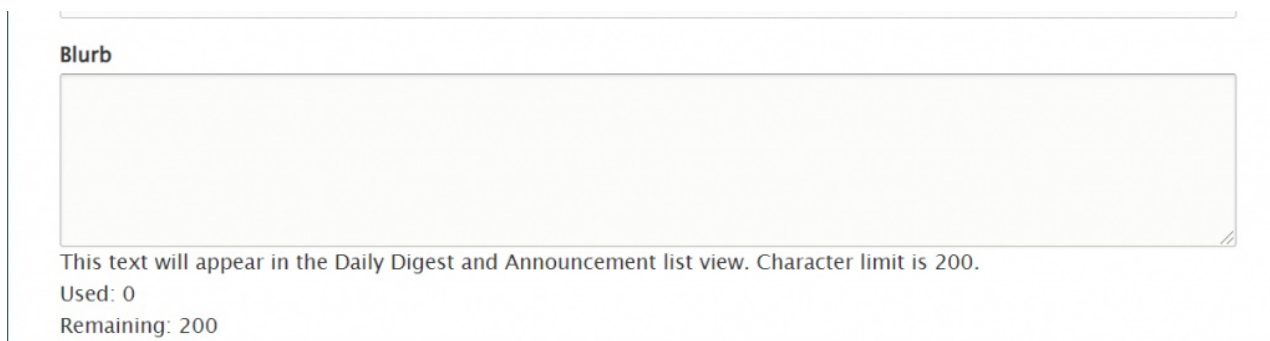
Date and Time

There is a Date & Time field that is pre-populated with the timestamp of when you are submitting your announcement. You can leave this field as is.



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.

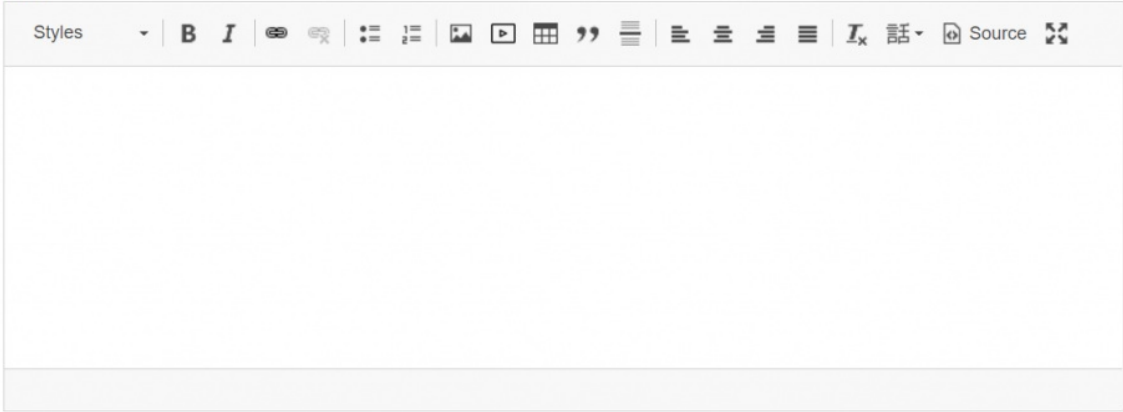


Body

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.



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, image, video, table, quote, and source code. Below the toolbar is a large, empty text area. At the bottom of the text area, there is a small grey box containing the text: "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 techdoc 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.



The screenshot shows a tag selection interface. At the top right, there is a link that says "Show row weights". Below this is a header bar labeled "TAGS". Underneath the header is a search input field with a plus icon on the left and a search icon on the right. Below the search field is a button labeled "Add another item".

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

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

All Campus ▼

- None -
- All Campus
- For Students
- For Faculty and Staff

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.)

Also, please select up to two Daily Digest publish dates

Manage Shortcuts

Content Structure Groups Help

▼ DAILY DIGEST DATES

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[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.

The screenshot shows a web interface with a top navigation bar containing 'Content', 'Structure', 'Groups', and a help icon. Below this is a section titled 'DAILY DIGEST DATE'. Inside this section, there is a sub-header 'Daily Digest Date' and a date input field with a calendar icon. The input field contains the placeholder 'mm/dd/yyyy'. A calendar dropdown is open, showing 'January 2022' with navigation arrows. The calendar grid shows days from 1 to 31, with the 5th of the month highlighted in a blue box. At the bottom of the calendar are 'Clear' and 'Today' buttons.

Press Save

Await confirmation that it has been published.

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.
- 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 *

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

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 click the Daily Digest Info to open that section and fill in the fields.

The screenshot shows the form interface with the 'DAILY DIGEST INFO' section expanded. The 'DAILY DIGEST SECTION' dropdown is set to 'All Campus'. Below it, the 'DAILY DIGEST DATES' section is expanded, showing instructions: '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.' and 'During Breaks: While the College is on break during the academic year, the Daily Digest is'. A yellow arrow icon is visible in the bottom right corner of the form area.

Select which audience group you wish to advertise this announcement.

▼ **DAILY DIGEST INFO**

DAILY DIGEST SECTION

All Campus ▾

- None -

All Campus

For Students

For Faculty and Staff

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.)

DAILY DIGEST DATE

DAILY DIGEST DATE

mm / dd / yyyy

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 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.)

DAILY DIGEST DATE

DAILY DIGEST DATE

mm / dd / yyyy

DAILY DIGEST DATE

mm / dd / yyyy

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

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.

What to Expect Upon Pressing the “Save” Button:

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Questions?

If you have any additional questions or problems, don't hesitate to reach out to the [Help Desk](#)!

Phone: [610-526-7440](tel:610-526-7440)

Email: help@brynmawr.edu

Location: Canaday Library 1st Floor