



Managing News Feeds

The News Feed area provides an additional communication method alongside email. It allows event organizers to share pertinent event information and/or fundraising tips with event participants without creating information overload in emails. Simply direct the participants to regularly check the News Feed for event details and updates.

The News Feed area is located on the **Home Page of the Participant Centre**. Participants must be logged in to be able to view and access the information.

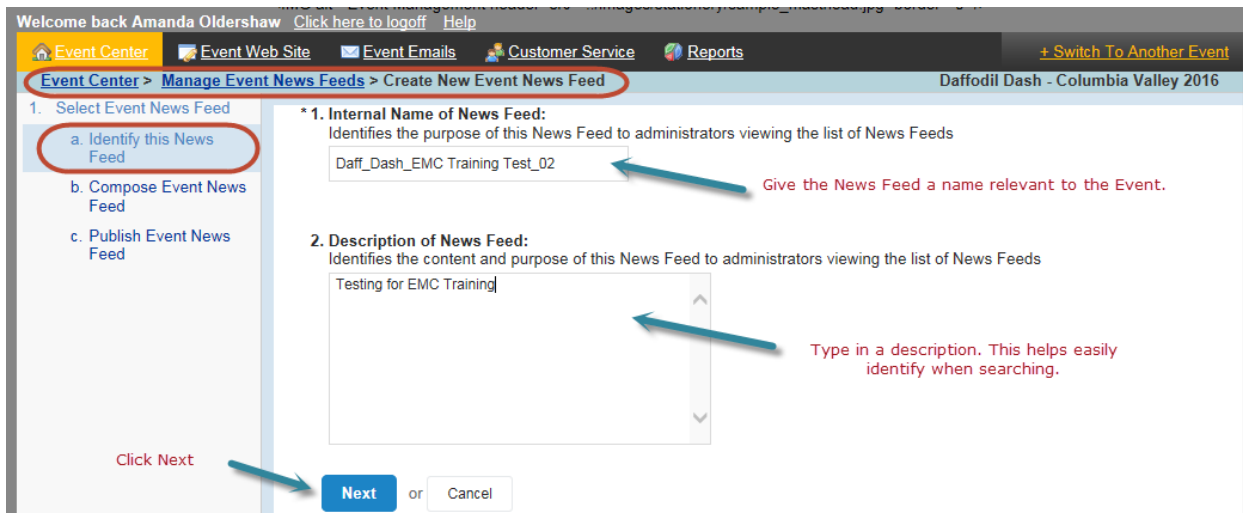
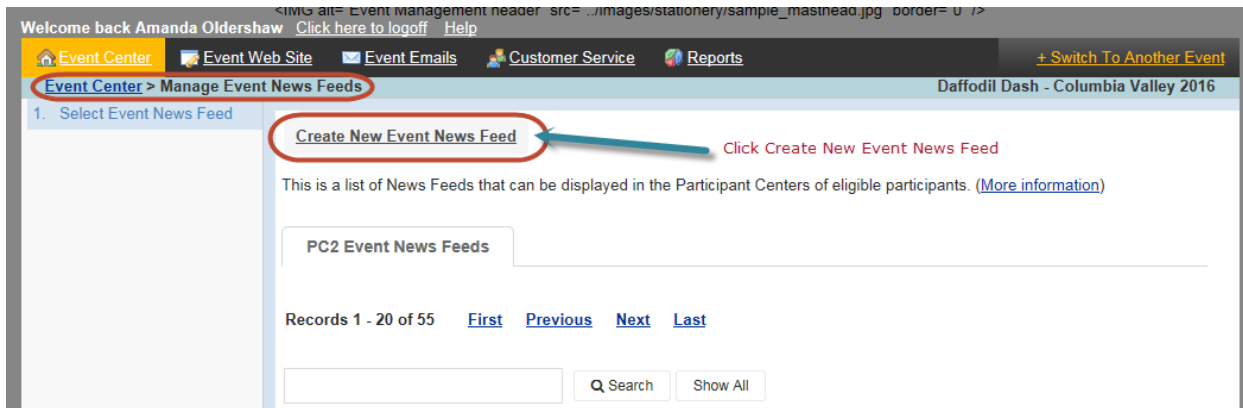
Login to the EMC and select the event you would like to manage.

- Click on the **Event Centre** tab.
- Click **Manage News Feeds**, under the Related Actions menu.



- Click on **Create New Event News Feed**.
- Click **Manage News Feeds**, under the Related Actions menu.
- Type in an **Internal Name** for the News Feed.
- Type in a **Description of the News Feed**.
- Click **Next**.

Note: This name is for internal purposes only. Choose a name relevant to the event. News Feeds created in this particular shared version of the Participant Centre are visible to and from all Admin users across the Country via the EMC. Participants will only see the News Feeds created within the EMC for their assigned Event.



- **Image to Display with this News Feed** – Adding an Image is optional. Click browse to locate the image file. Click Upload.
- **Alt Text Label for the Image** – If an image has been uploaded, add an Alt text description.
- **Title for This News Feed** – This text will appear bolded in the News Feed. Make it engaging.
- **Content of this News Feed** – This is the content of the News Feed. Only a certain number of characters will show in the preview of News Feed, the remainder of the text will be truncated and a Read More link will appear.
- **External Resource Link** – Adding an external Link is optional.
- **Text Displayed for the External Resource Link** – text that will be linked to above URL.
- Click **Next**




Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#)

Event Center | Event Web Site | Event Emails | Customer Service | Reports | [+ Switch To Another Event](#)

Event Center > Manage Event News Feeds > Daff_Dash_EMC Training Test_02 | Daffodil Dash - Columbia Valley 2016

- Select Event News Feed
 - Identify this News Feed
 - Compose Event News Feed
 - Publish Event News Feed
- Image to Display with this News Feed:

Identifies the graphical image to display alongside the News Feed (Note: By default, this image is placed in an area 200 pixels wide by 150 pixels tall and images exceeding this size are automatically resized to fit.)

 If you don't like this image, you can...

or select a different image to upload.
Enter the name of the file on your computer or use the Browse button to select the file. Images must be .gif, .jpg, or .png files. Files with a .jpg or .png type will be automatically resized to fit in a 200 x 150 pixel space. The maximum acceptable file size is 2 Mb.

Browse to find an image file to upload
- Alt Text Label for the Image:

Creates a description of the image to display when the mouse cursor is placed over the image (Note: A good description of the image or its purpose is especially helpful to participants who use accessibility programs, such as screen readers.)

Silver Medal Badge

Add Alternative Text describing the image
- Title for this News Feed:

Identifies the bolded text to display in the first line of this News Feed (Note: Consider using an engaging title to peak reader interest in this feed.)

Raise \$500 and earn a Silver Medal Badge

Title of the News Feed. Will be bold.
- Content of this News Feed:

Defines the text of this News Feed. (Notes: For best results, enter text directly instead of pasting it from another source. By default, the first 100 characters entered will display on a Participant Center home page and will be followed by a Read More link to display a page containing the entire News Feed. Use the full power of this Editor to format the content, add links, and so on. Be sure to Save often to avoid losing this content.)

Click the link below for some fundraising ideas.

Text Content of the News Feed.
- External Resource Link:

Defines a URL to an external resource, such as a Youtube video, to display as a link that a participant can click to view this News Feed (Note: The Link Text must be defined below to display the link in the Participant Centers.)

Add a URL for more information
- Text Displayed for the External Resource Link:

Defines the clickable text for the external resource specified above (Note: The link must be identified above to display this link text in the Participant Center.)

3 ways to Raise \$150

Add the Text for the link

Click Next

or

Adding an Image is Optional

Title and Content for News Feed

Adding Link is Optional



- **Activation Date for this News Feed** – Pre-plan communications. Create messages ahead of time and schedule the activation date of the post. Do not set a date if the post is to be activated immediately.
- **Expiration Date for this News Feed** – Set a date to make the post inactive. This is helpful for contests and limited time offers. Do not set a date if post will always be available.
- **Status Reset to New for Updates to this News Feed** – use this setting to show the post as a New post once it's been edited/updated.
- **Availability of this News Feed** – Unpublish or Publish
- **Captains Only** – Post can be set to visible to Team Captains Only.
- Click **Finish**.

The screenshot shows the 'Manage Event News Feeds' page for 'Daffodil Dash - Columbia Valley 2016'. The left sidebar has 'c. Publish Event News Feed' selected. The main content area contains five sections:

- 1. Activation Date for this News Feed:**
 - Determines when to begin displaying this News Feed to eligible participants in their Participant Centers (Note: Do not set a date to display this News Feed immediately.)
 - Make this News Feed available on the Following Date and Time:
 - Calendar: Jun 24 2016 5:00 pm
 - Annotation: An activation date can be set. This allows event organizers to create all the messaging we ahead of time and schedule when it will appear.
- 2. Expiration Date for this News Feed:**
 - Determines when to stop displaying this News Feed to eligible participants in their Participant Centers (Note: Do not set a date to display this News Feed indefinitely.)
 - Stop displaying this News Feed on the date and time specified:
 - Calendar: Jul 24 2016 12:00 a.m.
 - Annotation: An Expiration date can be set. This may be useful for a contest, or a limited time offer.
- 3. Status Reset to New for Updates to this News Feed:**
 - Publishes this News Feed as 'New' again when revisions are made to it after its published date (Note: The modified date determines when this News Feed displays as New again in the Participant Centers. This will uncheck once the News Feed is saved, updating the modified date.)
 - Yes, identify this News Feed as New again if updated
 - Annotation: If the News Feed is edited or updated, it can be set to show as a New Post.
- 4. Availability of this News Feed:**
 - Determines if this News Feed will be displayed in the Participant Centers of eligible participants at the selected date and time (Note: If this feed is not ready to be made available, click Finish to place it in the Draft status for now.)
 - Unpublish
 - Publish
- 5. Captains Only:**
 - Determines whether this News Feed is displayed to Team Captains only
 - Enable the News Feed for Team Captains only
 - Annotation: Can set messaging only applicable to Team Captains.

At the bottom, there are buttons for 'Finish', 'Save', and 'Cancel'. An annotation points to the 'Finish' button: 'Click Finish'.



The post now shows on the Home Page of the Participant Centre.

- The image shows on the left of the message
- The new symbol indicates a new message
- The Message Title is bold
- The message text is truncated with a Read More Link
- The messages rotate on the home screen


Welcome, Amanda Oldershaw Norah's Granny Nanny's | Profile | Help | Log out

English (Canada) ▾

HOME | EMAIL | PROGRESS | EDIT PERSONAL PAGE | EDIT TEAM PAGE | EVENT HOME

Your participant centre

Latest news (1 new / 2 total)

 **Raise \$500 and earn a Silver Medal Badge**
Jun 24, 2016 5:53 PM

Challenge yourself to earn a fundraising badge! Raise \$500 online and a Silver Medal badge will ...
[Read More](#)

Automatically rotates through all messages 1 2 [View all news](#) Text is truncated with a Read More Link

YOUR FUNDRAISING PROGRESS

\$25.00 <small>I HAVE RAISED</small>	\$0.00 <small>MY GOAL Change</small>	0% <small>PERCENT</small>	0 <small>DAYS LEFT</small>
---	---	------------------------------	-------------------------------

MESSAGE FROM YOUR TEAM CAPTAIN

You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of

[Send email](#)

[Record donations from your pledge sheet](#)

[Add contacts](#)

[View your progress](#)

[Edit personal page](#)

[Email team members](#)

[View team roster](#)


[Update question responses](#)

[Manage this event](#)

[Manage your display name](#)

- Clicking the **Read More** Link shows the entire post.

Latest news



new Raise \$500 and earn a Silver Medal Badge
Jun 24, 2016 5:53 PM

Challenge yourself to earn a fundraising badge! Raise \$500 online and a Silver Medal badge will show on your fundraising page. Awesome!
 Click the link below for some fundraising ideas.

[3 ways to Raise \\$150](#)

Close [View all news](#)




- Clicking the **View All News** link shows all posts.

Latest news

All news 2 Total | 1 New

Sort By Date ▼




new

Raise \$500 and earn a Silver Medal Badge

Jun 24, 2016 5:53 PM

Challenge yourself to earn a fundraising badge! Raise \$500 online and a Silver Medal badge will ...

[Read More](#)



Raise \$250 and earn a Bronze Medal Badge

Jun 24, 2016 3:09 PM

Challenge yourself to earn a fundraising badge. Once you have raised \$250 online, a bronze medal...

[Read More](#)

Close
View all news

Edit an Existing Message

- Locate the News Feed in the List
- Click Edit

Daff_Dash_EMCC Training Test ID: 4448 Testing for EMC Training	Edit Preview Copy	Published Published Date: N/A Unpublished Date: N/A	Oldershaw, Amanda 06/24/2016 3:09 PM	Oldershaw, Amanda 06/24/2016 3:09 PM
Daff_Dash_EMCC Training Test_02 ID: 4457 Testing for EMC Training	Edit Preview Copy	Published Published Date: N/A Unpublished Date: N/A	Oldershaw, Amanda 06/24/2016 5:53 PM	Oldershaw, Amanda 06/24/2016 5:53 PM

