

# Communications

- Boards and Announcements
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# Boards and Announcements

This section displays all active and inactive announcements within the system. It provides three main functions:

- **Reload Button** - Refreshes the list to ensure that the latest announcements are displayed.
- **New Board Button** - Allows users to create a new announcement board or post a new update.
- **View Button** - Opens the selected announcement board to review its details or make necessary edits.

This layout helps users efficiently manage and monitor all announcements in one place.

**Here is the tutorial video on Boards and Announcements.**

**Follow these Steps to navigate and use Boards and Announcements:**

1. Click "Communication"
2. Click "Announcement"
3. Click "Reload Button", it refreshes the list to ensure that the latest announcements are displayed.
4. Click "Ok" after the list has been refreshed.
5. Click "New Board"
6. Go to "Title", you may type in your desired title, or you can also choose from the list available.
7. "Test C" was selected (recently used data)
8. Click "Save Board"
9. After saving the board, you will be redirected to the Boards and Announcement page, where the newly added board, "Testing C", will be displayed.

**Please find the link to the Step-By-Step reference guide for Boards and Announcements.**

**[Board and Announcement.png](#)**

□ **Tips for Creating Effective Boards and Announcement:**

1. **Ensure Clarity and Brevity**  
Communicate information clearly and directly. Use concise language and avoid unnecessary details. Bullet points or numbered lists help make content easy to read and understand.
2. **Craft Informative and Engaging Titles**  
Use titles that accurately reflect the content and capture the reader's attention.

*Example:* Instead of “Update,” use “**Revised Submission Guidelines Effective November 10.**”

3. **Keep Content Current and Relevant**

Post announcements promptly and remove outdated information. Regular updates help maintain reader engagement and credibility.

4. **Organize Information Effectively**

Categorize announcements (e.g., *Reminders, Events, Policy Updates*) to help users quickly locate relevant information.

5. **Maintain a Professional and Visual Layout**

Incorporate visual elements—such as icons, highlights, or consistent formatting—to improve readability. Ensure that colors, fonts, and alignment follow organizational standards.

# Events

**Events** refer to scheduled activities, meetings, or occasions that are posted on platforms to inform, engage, or coordinate participants. They serve as a central reference point for users to view upcoming activities and take necessary actions, such as registration, attendance, or participation. Properly structured event posts increase clarity, attendance, and overall effectiveness of communication.

**Here is the tutorial video on Events.**

**Please follow these steps to ensure your Event is accurately created and properly managed:**

- 1. Click "Communications"**
- 2. Click "Events"**
- 3. Enter relevant keywords and select the "Find" button to locate Event. (List, Mont or Day as needed), you can make new by Clicking "New Event".**
- 4. Go to "Event Name" and enter your desired event name.**
- 5. You may now proceed with creating or adding your intended content.**
- 6. Please ensure that the appropriate "Start Date and "Time" are entered.**
- 7. Please also provide the correct "End Date" and "Time"**
- 8. "Select Venue", choose you venue.**
- 9. You may also choose an appropriate venue from the available list.**
- 10. You May also choose an appropriate "Organizer" from the available list or just simply type it in.**
- 11. If applicable, please enter the "Event Cost", you may also include the "URL" if desired.**
- 12. Click "Submit Form".**

**Click this link to follow Step-By-Step Capture instructions for Events.**[Events.png](#)

## **□ Tips for Creating Effective Events**

### **1. Use Clear and Descriptive Titles**

Ensure the Event name clearly communicates the purpose and is easy to understand at a glance.

*Example:* Instead of "Meeting," use **"Quarterly Team Strategy Meeting - November 10."**

### **2. Specify Accurate Dates and Times**

Include both the start and end dates and times to prevent confusion and help participants plan their schedules.

**3. Provide a Clear Venue or Location**

Indicate whether the event is virtual or physical, and provide the relevant links or addresses

**4. Include Relevant Details**

Provide essential information such as agenda, objectives, or instructions for participation. Keep it concise and focused.

**5. Add Optional Information Thoughtfully**

Include Event Cost, registration links, or additional resources if necessary. Make optional fields easy to identify.

**6. Use Filters and Categories**

Categorize events by type, month, or department to make browsing easier.

**7. Keep Content Updated**

Remove outdated events and update any changes promptly to maintain accuracy and reliability.

# Gate Keeper

# Email Notifications

**Email Notifications** is a platform that allows you to communicate concerns or provide updates efficiently.

**Watch the Comprehensive Step-by-Step Instructions on How to Send an Email.**

**Follow these steps to ensure your message is sent correctly:**

## **1. Click “Communications”**

- Navigate to your email interface.

## **2. Click “Email”**

## **3. Enter Recipients**

- Fill in the **‘Recipients’** field with the email addresses of the people you want to contact.

## **4. Select Residents (multiple allowed)**

- Use the **‘Select Resident’** option to choose one or more recipients. Multiple selections are allowed.

## **5. Add a clear and appropriate Subject line**

- Provide a clear and concise **‘Subject’** line that summarizes your message.

## **6. Here you can start composing the message you want to send**

- Enter your message in the **‘Message’** field. Make sure it is clear and professional.

## **7. To include an attachment, click this option to attach file**

- If needed, click **‘Attachments’** or **‘Image’** to include supporting documents or photos.

## **8. Click “Send Email”**

- After completing all fields and attachments, click **‘Send Email’** to deliver your message.

**Click this link to follow Step-By-Step Capture instructions for sending an email.**

**[EMAIL.png](#)**

**? Tips for Effective Emails:**

- **Double-check recipient addresses before sending.**
- **Keep your message concise and to the point.**
- **Use professional language and formatting.**
- **Include attachments only when necessary.**