

## Working with e-News

The eNews system is an optional addition to your Updat-ed annual subscription. It creates beautiful newsletters easily, without the need to publish in multiple locations. It is built inside the website which eliminates one of the current publishing mediums; the creation of a PDF. This saves time and also ensures that articles created may also serve to populate the website keeping it up to date and relevant. The website is very easy to drive which means that so too is the creation of the eNews.

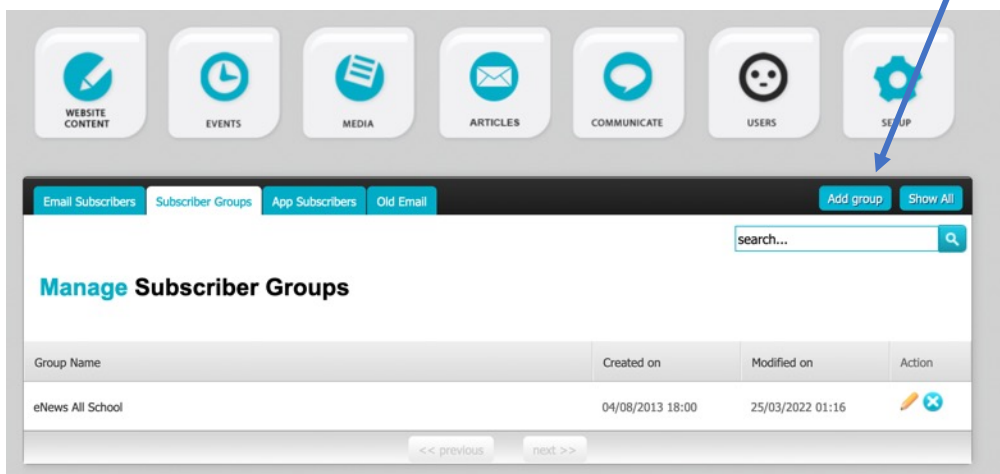
eNews works brilliantly with our free app. If your not using a parent portal, you should check out our app! More info about the Updat-ed app can be found on our website under SUPPORT.

### Before you Start please ensure:

- Updat-ed staff have activated your eNews. Email [helpdesk@updat-ed.com.au](mailto:helpdesk@updat-ed.com.au)
- You have a test group set up for your eNews and you are a subscriber (steps below)

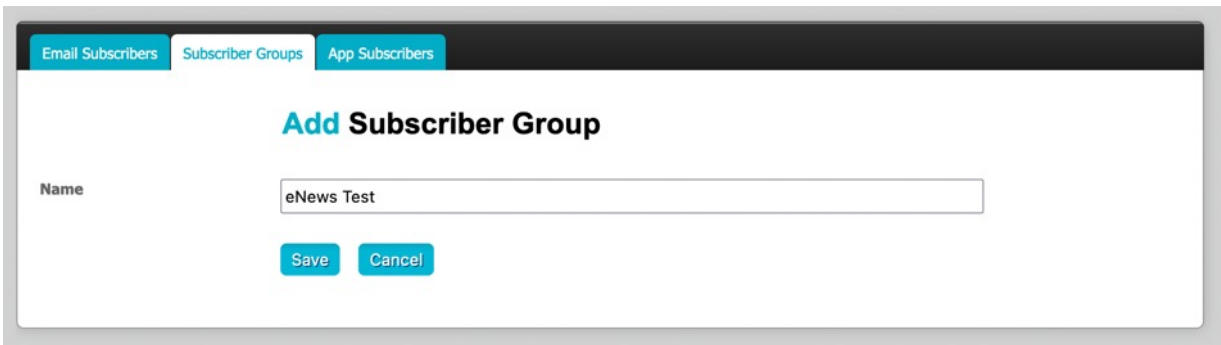
### Setting up a test group

1. Go to Communicate – Subscriber Groups. Click on “Add Group”



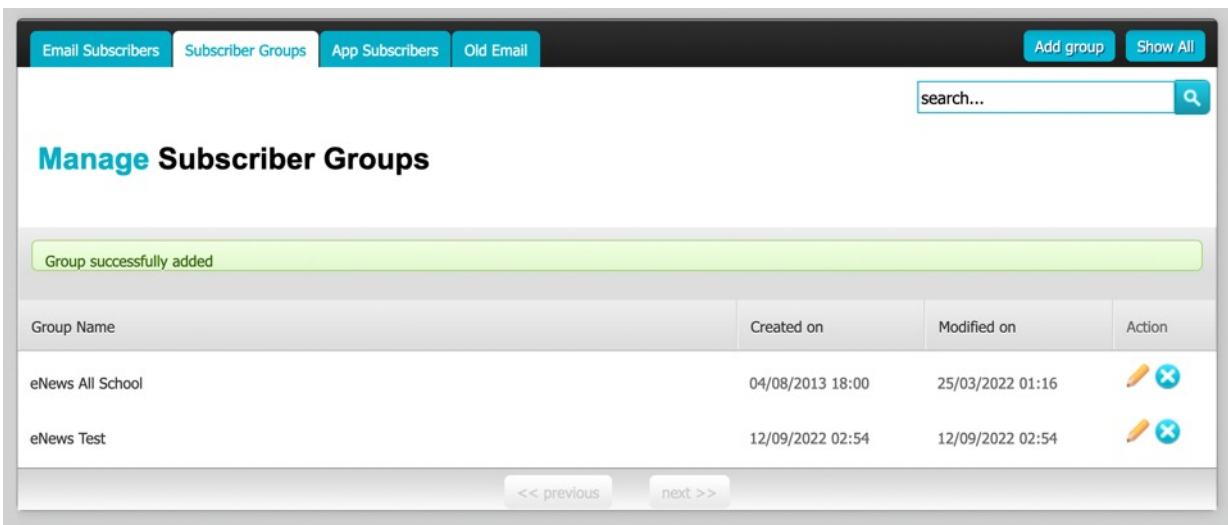
## Working with e-News

2. Go to Communicate – Subscriber Groups. Click on “Add Group”







The screenshot shows the 'Add Subscriber Group' form. At the top, there are three tabs: 'Email Subscribers', 'Subscriber Groups' (which is active), and 'App Subscribers'. Below the tabs, the title 'Add Subscriber Group' is displayed. There is a text input field labeled 'Name' containing the text 'eNews Test'. Below the input field are two buttons: 'Save' and 'Cancel'.

3. Give your group a name and click Save.



The screenshot shows the 'Manage Subscriber Groups' page. At the top, there are four tabs: 'Email Subscribers', 'Subscriber Groups' (which is active), 'App Subscribers', and 'Old Email'. To the right of the tabs are two buttons: 'Add group' and 'Show All'. Below the tabs, there is a search bar with the placeholder text 'search...'. The title 'Manage Subscriber Groups' is displayed. Below the title, there is a green message box that says 'Group successfully added'. Below the message box, there is a table with the following data:

Group Name	Created on	Modified on	Action
eNews All School	04/08/2013 18:00	25/03/2022 01:16	 
eNews Test	12/09/2022 02:54	12/09/2022 02:54	 

At the bottom of the table, there are two buttons: '<< previous' and 'next >>'.

## Working with e-News

### Adding yourself to the test group

1. Go to Communicate – Email Subscribers. Click on “Add Subscription”

Import a CSV file  
  No file selected.

must be in the format: user@email.com, User Name, without quotes. This can take a while if there are many registries, so please be patient.

**Manage Subscribers**

<input type="checkbox"/>	Email	First Name	Last Name	Created on	Modified on	Action
<input type="checkbox"/>	denis.m@sponsor-ed.com.au	Denis	Masseni	25/08/2021 05:59	07/09/2022 01:18	
<input type="checkbox"/>	sinead.b@sponsor-ed.com.au	Sinead	Bannon	25/08/2021 05:59	25/08/2021 05:59	

with selected do:

2. Fill in your details and select the groups you wish to be subscribed to and click Save.

**Add Subscriber**

First Name:

Last Name:

Email:

Oldest Child's Name:

Year Level:

Group: ☒ eNews All School ☒ eNews Test

3. Click on the Green Tick to approve your subscription.

<input type="checkbox"/>	Email	First Name	Last Name	Created on	Modified on	Actions
<input type="checkbox"/>	deepa.bhattacharya@envertis.com.au	Deepa	Bhattacharya	09/05/2022 07:48	09/02/2023 18:38	
<input type="checkbox"/>	denis.m@updat-ed.com.au	Denis Updat-ed	Masseni	06/02/2023 12:25	06/02/2023 12:25	
<input type="checkbox"/>	sinead.b@updat-ed.com.au	Sinead	Bannon	21/02/2023 12:41	21/02/2023 12:41	











# Working with e-News

## Building an eNewsletter

1. To access your eNews, login to your site and click on ARTICLES.



2. You will see two tabs Articles & ENews. All your articles are displayed in a list like below:

Articles E-NEWS							Create New
		search...					
Manage Articles		Click on Article Date and Status columns to re-order Articles					
<input type="checkbox"/>	Name	Sequence	Authors	Article Date	Status	Actions	
<input type="checkbox"/>	Book Week	<input type="checkbox"/>	No Author Specified.	2022-02-23 01:40:22	Enews	 	
<input type="checkbox"/>	Check out our students	<input type="checkbox"/>	No Author Specified.	2022-05-23 02:12:20	Enews	 	
<input type="checkbox"/>	Blurry photos are great for your website	01	No Author Specified.	2022-05-12 04:19:58	Homepage	 	
<input type="checkbox"/>	Virtual Tour	02	No Author Specified.	2021-06-09 04:45:48	Homepage	 	
<input type="checkbox"/>	Our New Playground Has Arrived	03	No Author Specified.	2022-02-22 23:04:52	Homepage	 	

3. The articles are ordered:

- a. eNews
- b. Homepage
- c. Draft
- d. Archive

You can change the order the articles are listed by clicking on the STATUS heading.

**Manage Articles**

Click on Article Date and Status columns to re-order Articles

<input type="checkbox"/>	Name	Sequence	Authors	Article Date	Status	Actions
<input type="checkbox"/>	Book Week		No Author Specified.	2022-02-23 01:40:22	Enews	
<input type="checkbox"/>	Blurry photos are great for your website	01	No Author Specified.	2022-05-12 04:19:58	Homepage	
<input type="checkbox"/>	Virtual Tour	02	No Author Specified.	2021-06-09 04:45:48	Homepage	
<input type="checkbox"/>	Our New Playground Has Arrived	03	No Author Specified.	2022-02-22 23:04:52	Homepage	
<input type="checkbox"/>	Launching our New App Updat-ed	04	No Author Specified.	2022-03-10 00:29:43	Homepage	
<input type="checkbox"/>	Parent/Teacher Interviews	05	No Author Specified.	2021-06-09 04:53:00	Homepage	
<input type="checkbox"/>	Athletics Carnival	06	No Author Specified.	2021-08-26 00:18:48	Homepage	
<input type="checkbox"/>	Brain Food	07	No Author Specified.	2021-06-09 04:56:24	Homepage	
<input type="checkbox"/>	Check out our students		No Author Specified.	2022-05-23 02:12:20	Draft	
<input type="checkbox"/>	ENews article		No Author Specified.	2021-11-22 06:28:33	Archive	
<input type="checkbox"/>	National Ride2School Day	1	No Author Specified.	2021-06-09 04:50:55	Archive	

with selected do: **delete** **OK** **Save**

<< previous next >>

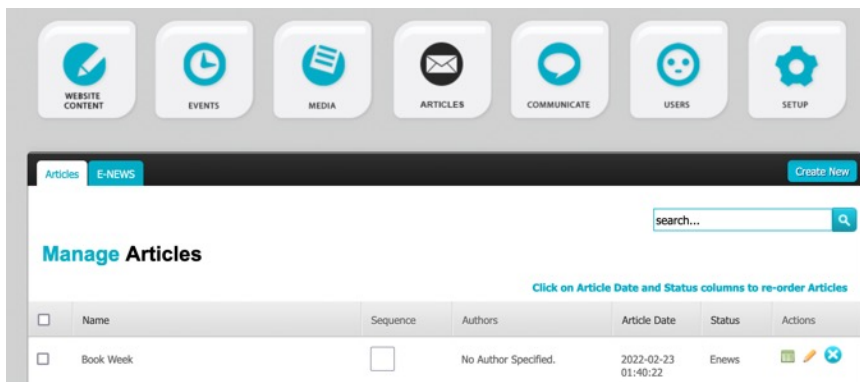
4. **eNews** – articles that are for use in the eNewsletter ONLY, they will not be displayed on your homepage.

**Homepage** – articles that are for the homepage of your website but CAN be used in the eNewsletter.

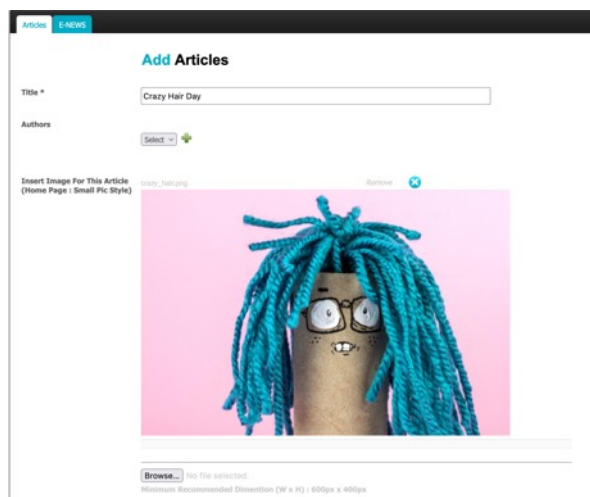
**Draft** – articles that are not yet ready for publishing

**Archive** – article that have been used in your eNewsletter or on your homepage. (You will no longer delete articles, you will mark them as archives so they are always available if people are viewing your past eNews issues).

5. To build an eNews you first need to create the articles that you want to publish in your newsletter. In ARTICLES – click Create New.



6. Give your article a title and browse for an image. (We have a range of images you can use if you don't have one that suits. Go to our website and click SUPPORT – Image Bank for articles).



7. Fill in your summary (max 300 characters) and content (if needed) for the article.

**Summary**

File Edit View Insert Format Tools Table Help

Next Friday we'll be having Crazy Hair Day. Come with colours, ribbons, crazy styles and celebrate. Please bring a gold coin donation. All proceeds will be given to charity.

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Characters: 176

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**Keyword**

Recommended Character Limit is : 300

Comma separated list of keywords (highly recommended)

**Content**

File Edit View Insert Format Tools Table Help

If you have any questions please don't hesitate to contact the friendly office staff.

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8. Scroll to the bottom to publish your article as eNews, Homepage, Draft or Archive. In this example we are creating the article for the homepage and will also use it in the eNews. Then click Submit.

## Publish to

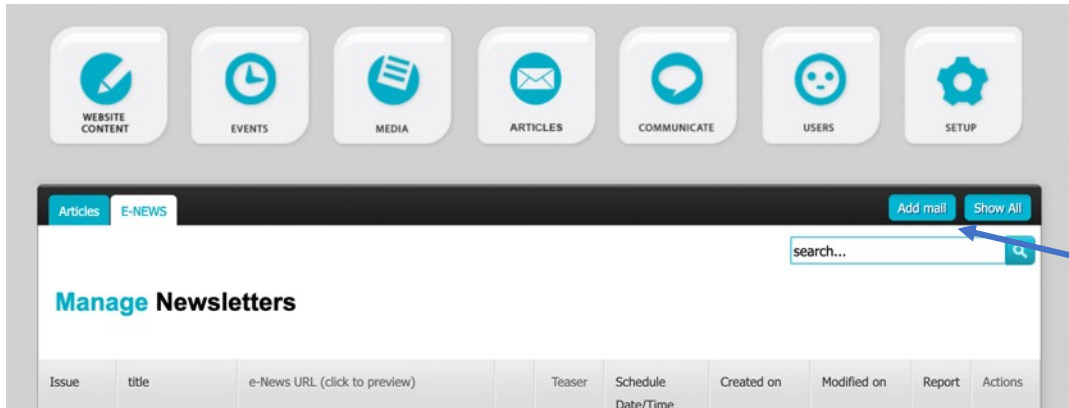
[Homepage](#) ▾

Submit

Cancel

## Building the eNews

1. ARTICLES – eNews, click Add Mail



2. Give your newsletter a Title and Issue Number (the issue can be left blank or a date can be placed in this spot also)

**Add Newsletter**

**Schedule Date**  ...

**Schedule Time**  ▾

**Title**

Recommended Character Limit is : 30

**Issue**



3. Your newsletter will display with a cover image. Browse your computer for a great photo of your school or activities that might have been mentioned in your newsletter. If you are using Theme 5a/5b you can simply tick the box "From Homepage Gallery" if you wish.

### Teaser and eNews Cover image

#### from Homepage Gallery

Only for themes 5a/b. For other themes load cover photo using 'Choose file' button



Optional for Theme 5a/5b

or

#### Upload New

Browse...

No file selected.

recommended size 1920 X 839

For all other themes browse for an image.

4. If you are sending the eNews using the Updat-ed system with your database of subscribers you can fill in the initial email in the content box provided.

Content

File
Edit
View
Insert
Format
Tools
Table
Help

Paragraph
Font Sizes
Formats

Dear @@name@@,

Here is our latest newsletter for February.

We hope you enjoy reading.

From the friendly team at Updat-ed

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Addressing your email with @@name@@ means that it will be sent to each parent by first name!

**Please note:** If you plan to send the eNews using a parent portal such as Compass or Sentral, you can leave the content field blank.

5. Select the articles and number the order you would like them to appear in the eNews. You can select and number from both areas, eNews Articles and Homepage Articles.

<b>E-News Articles</b>	<b>Article Title</b> <input checked="" type="checkbox"/> Crazy Hair Day <input checked="" type="checkbox"/> Parent Teacher Interviews <input checked="" type="checkbox"/> From the Principal	<b>Status</b> Enews Enews Enews	<b>Enews Order</b> <input type="text" value="4"/> <input type="text" value="2"/> <input type="text" value="1"/>	<b>Teaser Order</b> <input type="text"/> <input type="text"/> <input type="text"/>
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<b>Home page Articles</b>	<b>Article Title</b> <input type="checkbox"/> Home Organizing <input type="checkbox"/> Calendar and more <input type="checkbox"/> New Uniform <input type="checkbox"/> Art Room Fun <input type="checkbox"/> At the Heart of Learning <input checked="" type="checkbox"/> New Year New Classes	<b>Status</b> Homepage Homepage Homepage Homepage Homepage Homepage	<b>Enews Order</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text" value="3"/>	<b>Teaser Order</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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6. While your newsletter is still a draft and not yet ready for your community to view, ensure that Archive is set to "No".

7. Select the group/groups you wish to send this to and click Save.

Do you want to save Archive ?  

Select Group(s)

☒ News  
☐ DM Group  
☐ DB Test Group  
☐ Denis Test  
☐ DTest

Save

Cancel

8. To preview your eNews click on the URL beside your new eNews.

search...

Manage Newsletters

Mail successfully added

Issue	Title	e-News URL (click to preview)	Teaser	Schedule Date/Time	Created on	Modified on	Report	Actions
FEBRUARY EDITION	eNews	/enews/details/50	send		21/02/2023 13:11	21/02/2023 13:11		



Select Language

Powered by Google Translate

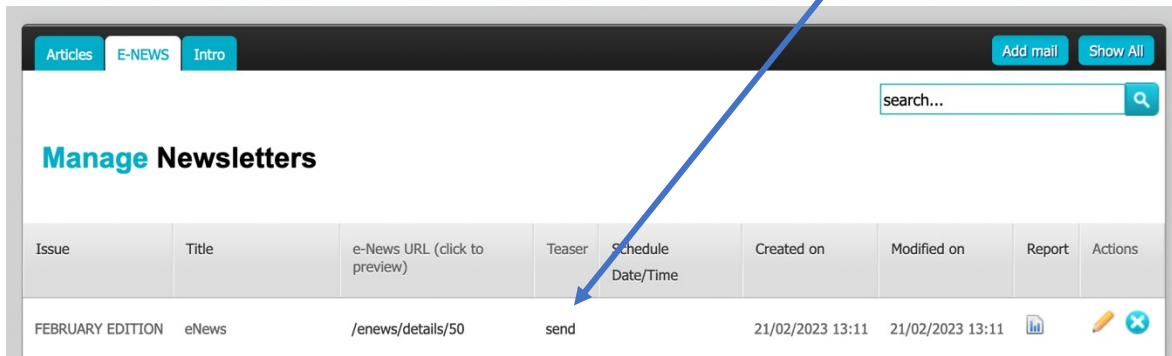
From the Principal

Parent Teacher Interviews

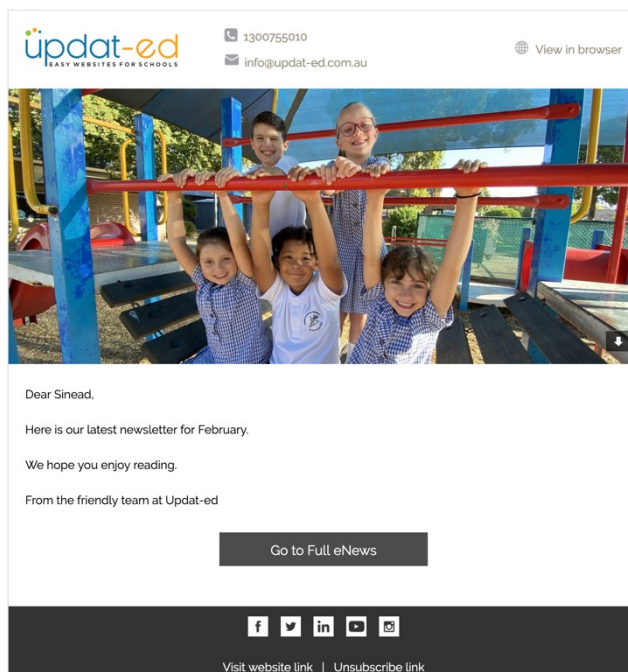
New Year New Classes

Crazy Hair Day

9. If you are happy with the preview – click on SEND

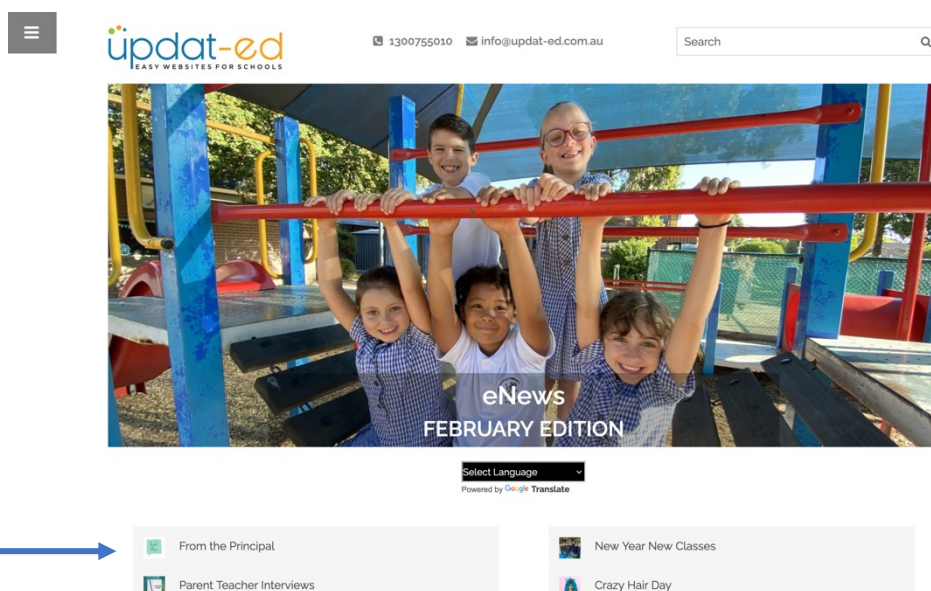


10. Your community will get their newsletter direct to their inbox with the email text and link to the Full Newsletter.



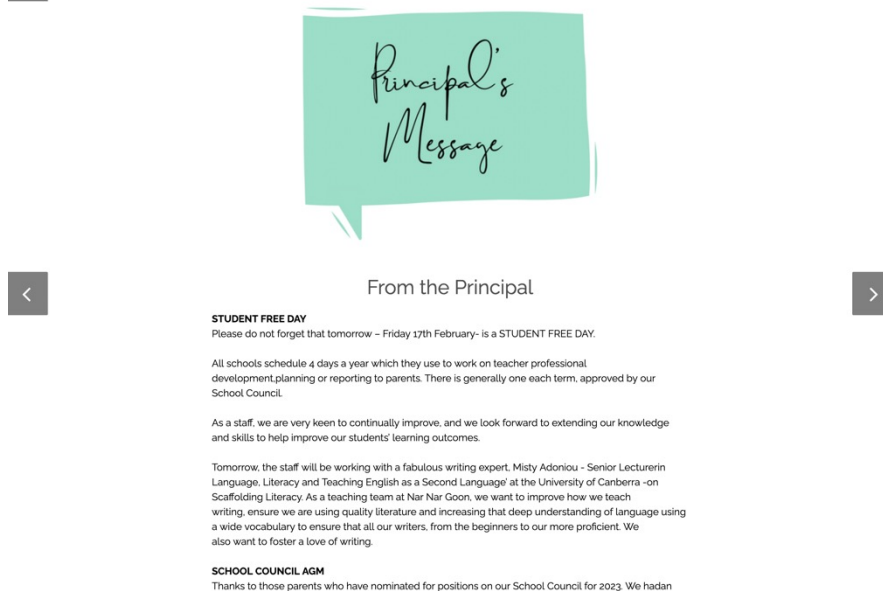
**Please note:** If you are delivering the eNews through your portal. Copy the URL of the eNews issue (when you are previewing it) and send this link out through your parent portal.

11. The reader can click on any article title.

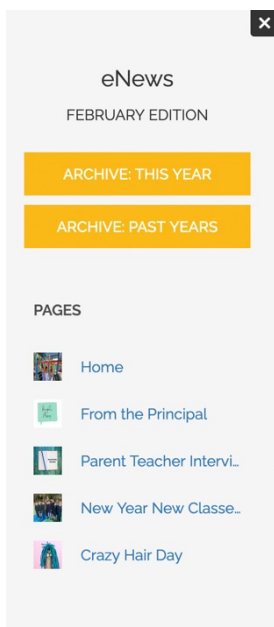


12. The reader can navigate by clicking on the arrows to the left and right, or clicking on the Menu Button to see a list of all articles published in this issue.

MENU →



13. The menu lists all the articles in the issue and the link to PREVIOUS will take the reader to all previous issues of your eNews.



14. The eNews archive will populate with your latest edition when you have chosen "Yes" in the archive area (see pg 10)

Do you want to save Archive ? yes ▾

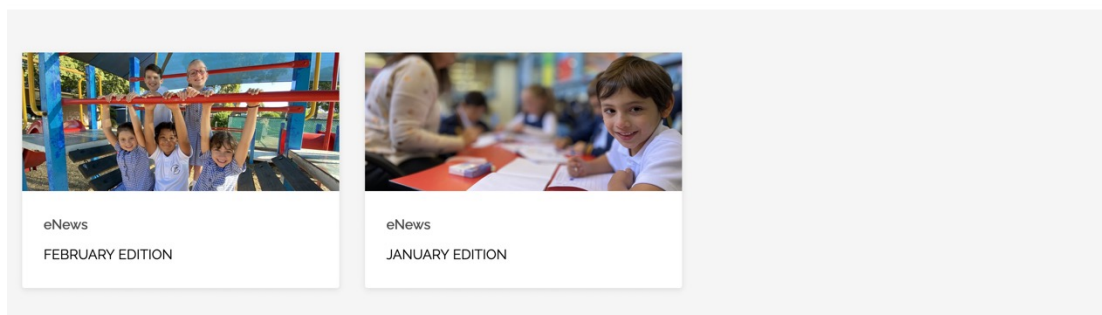
Group

- ☒ eNews All School
- ☒ eNews Test

*Select Subscriber Group(s) to Assign this News!*

Save Cancel

#### eNews Archive





## Enhancing your eNews

You can set your eNews to have a "Teaser" article if you are sending your newsletter out through the Updat-ed system. This teaser is an important article that you want to land in their INBOX with the link to the full newsletter.

We wouldn't recommend more than one teaser article per newsletter – we'd hate your community to just read the teasers and neglect the full newsletter, but you do have the choice to add multiple teasers.

In this example, we really want to promote the Principal's Message, so it will be a teaser as well as the first article in the newsletter.

### E-News Articles

#### Article Title

- ☒ Crazy Hair Day
- ☒ Parent Teacher Interviews
- ☒ From the Principal

#### Status

Enews

#### Enews Order

4

Enews

2

Enews

1

#### Teaser Order

1

### Home page Articles

#### Article Title

- ☐ Home Organizing
- ☐ Calendar and more
- ☐ New Uniform
- ☐ Art Room Fun
- ☐ At the Heart of Learning
- ☒ New Year New Classes

#### Status

Homepage

Homepage

Homepage

Homepage

Homepage

Homepage

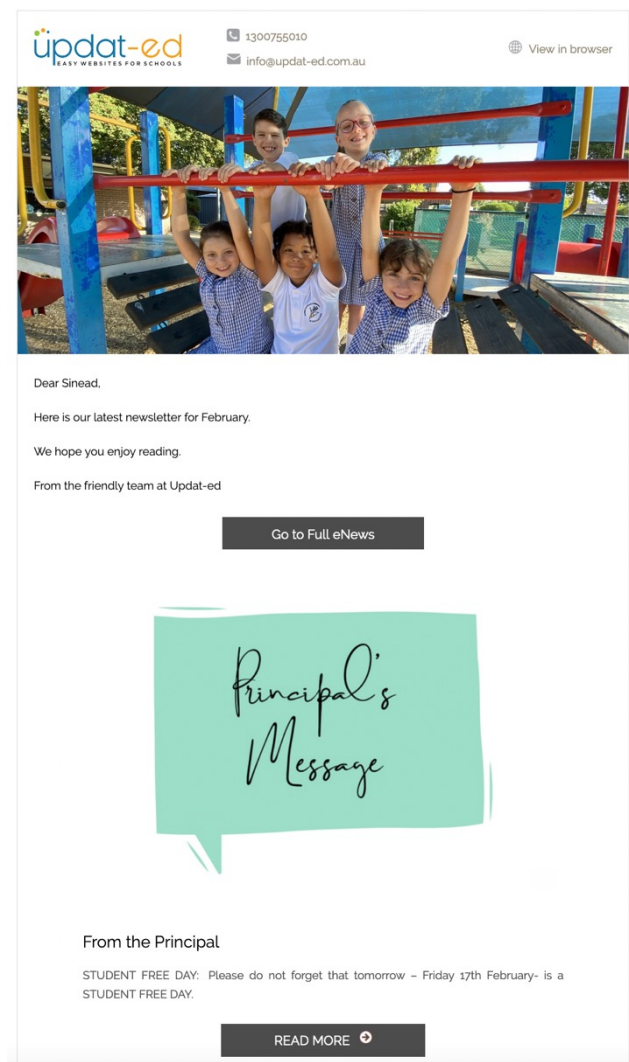
#### Enews Order

3

#### Teaser Order

## Enhancing your eNews - Teasers

The message in your inbox will appear as below – with the teaser article being centre stage.





## Enhancing your eNews - Widgets

You can add widgets to your eNews. These can be snippets of information, links, the calendar/quickview etc. This will further enhance your eNews.

Click on the pencil beside your latest eNews and scroll down to the Widget and drop down menu.

**Select All Groups** ☐ *Tick this box to assign this Newsletter to All Subscri*

**Widget**  *Choose the sections you would like*

**Do you want to save Archive ?**

**Group**

- ☒ eNews All School
- ☒ eNews Test

*Select Subscriber Group(s) to Assign this Newsletter to*

Use the drop down menu to select the widgets you wish to add. Please note: The translator widget does not need to be added as it is already built into the eNews.

Sequence your widgets using the numbering system.

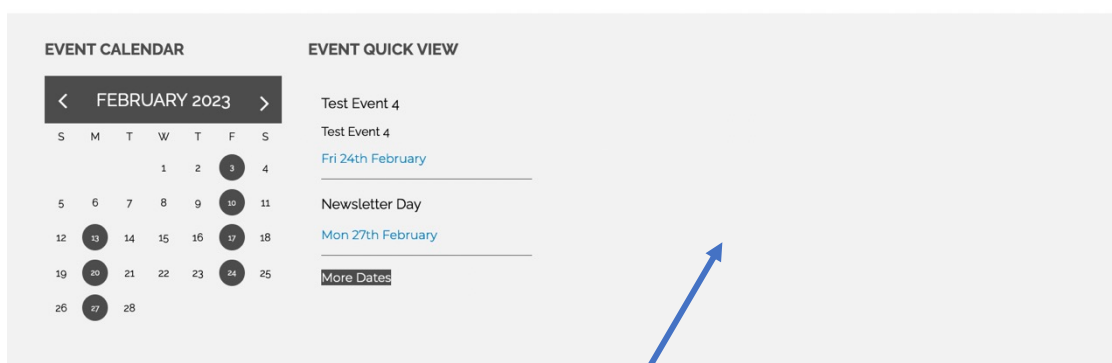
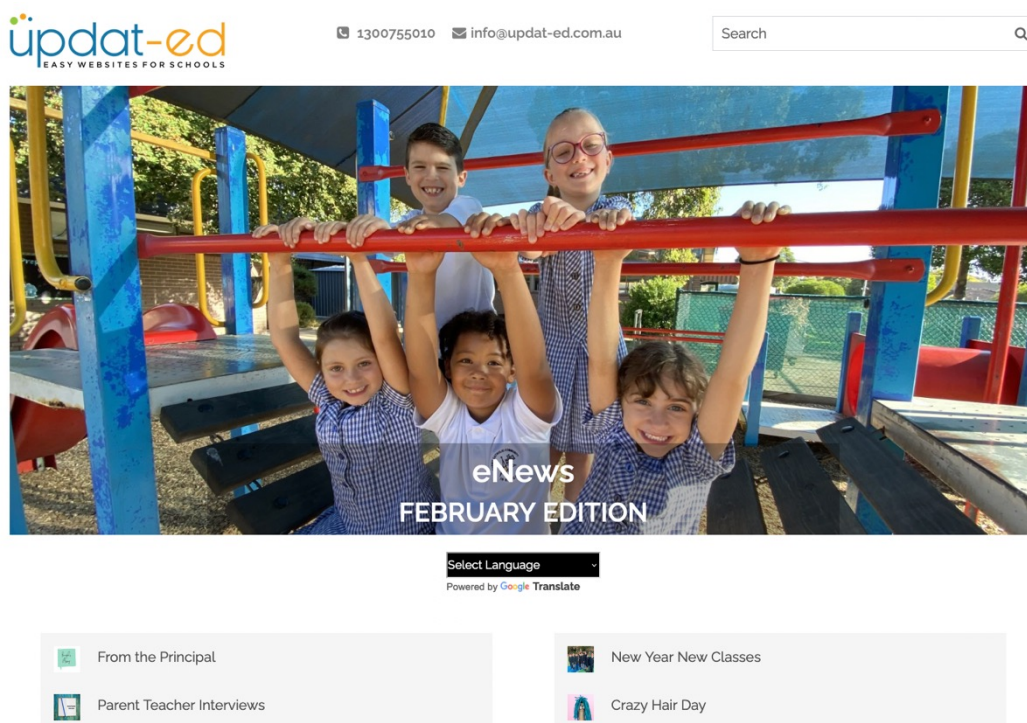
**Widget**  *Choose the sections you would like to appear in the side navigational structure.*

Quickview ☒ Sort Order

Event Calendar ☒ Sort Order

## Enhancing your eNews - Widgets

Your eNews will now have widgets displaying at the bottom for easy viewing for your audience.



Your widgets sit 4 per row. So adding 2 more to this will balance it out. Many schools choose their "Acknowledgement to Country", SunSmart or even Contact Details.

## Final Notes

### Dynamic Newsletter

The newsletter is dynamic – if you make an error after you have sent it, you can simply edit the article and it will change your published eNews.

### Important notes about Archiving

The use of ARCHIVE is when your article is no longer needed on the homepage, but you don't want to REMOVE it from the eNews that it was published in.

You will essentially end up with a long list of ARCHIVES. This is why we push them to the bottom of your articles list.

If you DELETE an article – this is REMOVED from the eNewsletter (even the archived versions)

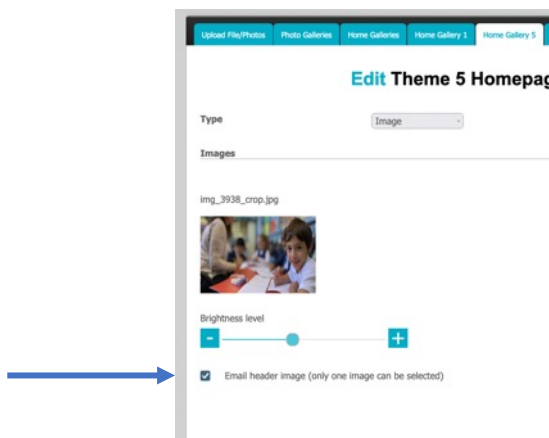
### Choosing to use a Homepage Gallery Image – Theme 5a and 5b only

When choosing a Cover Image for your eNews, if you are using Theme 5a or 5b you can use an existing image from your Homepage Gallery.

Go to MEDIA – Home Gallery 5

Click on EDIT GALLERY

Click on the check box under the photo you wish to use as the Cover Image.



Then when you create the eNews make sure the box **From homepage gallery** is selected.