

## Adding news stories to SB Alert

Go to Site Management – Events / News articles.

Select Add an article

### Scottish Borders Alert (SB Alert) Administration Area

You are now logged in to the system. Version 3.01.0

The screenshot shows the administration interface. On the left is a sidebar menu with items: Admin home [?], Site management [?], View site, Site layout and content, Events / News articles (highlighted), Events / News plugin, News articles, and Available jobs section. The main content area is titled 'Event / News articles' and contains a sub-section 'Current / Future articles' with the message 'There are no current event / news to view.' Below this is a 'Past articles' section listing two items: 'Flood risk consultation explained at exhibitions' (dated 29/04/2015 - 14/05/2015) and 'Road Closure' (dated 17/10/2014 - 14/11/2014). Each item has 'Edit' and 'Delete' links. A red circle highlights the 'Add an article' link located below the 'Road Closure' entry.

Add Article title –appears in list of articles in Site Admin.

Add article start and end date – the article can then be sent out any time between those dates, make them valid for the news period, e.g. winter = Oct to Feb.

Check the “include in newsletter” box.

Article summary details – this is the text which will appear in the newsletter. Automatically there will be a “Read more” which can link out to a full story, either on corporate website OR and preferably add full story in this article.

The screenshot shows the article creation form. It has three main sections: 1. 'Article title' with a text input field. 2. 'Article start date', 'Article end date', and 'Include in newsletter' fields. The 'Include in newsletter' field has a checkbox with the label 'Include this article when sending weekly newsletters'. 3. 'Article summary details' which contains a rich text editor with a toolbar. The toolbar includes icons for source, link, unlink, image, list, ordered list, indent, outdent, bold, italic, underline, strikethrough, undo, redo, search, and a font color selector. Below the toolbar are dropdown menus for 'Styles', 'Format', and 'Size', followed by font color and background color pickers.

Add an image – mandatory – 235px x 135px standard size.  
Thumbnail image will be produced automatically.

Article image	Thumbnail image
	
<input type="button" value="Browse..."/>	

Select the information provider – only option is Local Authority.  
Select the article type – options are News, Events, Public notice – all will appear in the newsletter as long as the box above has been checked to include.

Article information provider	Article type
<input type="text" value="-- Please select an information provider --"/>	<input type="text" value="-- Please select article type --"/>

Specify an area of interest depending on the article content. If you don't select an area of interest the article will be sent to all, which may be what is wanted.

Article areas of interest		
<input type="checkbox"/> <b>Safety/Security</b> <input type="checkbox"/> Countryside Watch <input type="checkbox"/> Dog Owner <input type="checkbox"/> Education Watch <input type="checkbox"/> Farm Watch Members <input type="checkbox"/> Horses <input type="checkbox"/> Metal Watch <input type="checkbox"/> Rail Watch	<input type="checkbox"/> <b>I am / I am interested in</b> <input type="checkbox"/> Carers / Home help <input type="checkbox"/> County Councillors <input type="checkbox"/> Cycling <input type="checkbox"/> Send me the newsletter <input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Taxi / Cab contacts <input type="checkbox"/> Volunteering	<input type="checkbox"/> <b>I am involved with</b> <input type="checkbox"/> Armed Forces (serving or veteran personnel) <input type="checkbox"/> Churches <input type="checkbox"/> Housing Association <input type="checkbox"/> Local Community Safety Group <input type="checkbox"/> No Cold Calling Zone/Area <input type="checkbox"/> Tenants and Residents Association
<input type="checkbox"/> <b>Business Interests</b> <input type="checkbox"/> Business Watch <input type="checkbox"/> Forecourt Watch <input type="checkbox"/> Hotel Watch Members <input type="checkbox"/> Pub Watch Members <input type="checkbox"/> Shop Watch schemes	<input type="checkbox"/> <b>Emergencies</b> <input type="checkbox"/> 4x4 Vehicle Owner <input type="checkbox"/> Emergency Road Closures and Disruptions <input type="checkbox"/> Flood Warnings / Alerts <input type="checkbox"/> Gritting Updates <input type="checkbox"/> Major incidents <input type="checkbox"/> I'm willing to volunteer in an emergency <input type="checkbox"/> Resilient Communities Co-ordinators <input type="checkbox"/> I am a Resilient Communities Volunteer	<input type="checkbox"/> <b>I regularly travel by</b> <input type="checkbox"/> Airport / Aeroplane user <input type="checkbox"/> Boat / Ferry user <input type="checkbox"/> Bus user <input type="checkbox"/> Car user <input type="checkbox"/> Taxi user <input type="checkbox"/> Train user
<input type="button" value="Switch to advanced mode"/>		

Select a geographical area to send to (or select the top level to send to all)

Article relevant to areas
<input checked="" type="checkbox"/> Scottish Borders <input type="checkbox"/> Berwickshire <input type="checkbox"/> Cheviot <input type="checkbox"/> Eildon <input type="checkbox"/> Teviot And Liddesdale <input type="checkbox"/> Tweeddale

Add a link to the full article if this exists on another site OR enter the full article details in here. You can also add additional images within this article if required. Then "Save details".



## Sending out newsletters

Go to Communications / Newsletter configuration

Select date to start sending newsletters after:

### Newsletter configuration

Newsletter frequency

Start sending newsletters after

05/10/2017

Select how often you want newsletters to go out – option of every:

- Week
- 2 weeks
- Month
- 6 weeks
- 2 months

Every

Week

Decide the admin account to send from – remember they will be the ones who will receive any replies so they need to be responsible for monitoring this.

Admin account to send using

-- Select an admin to receive replies to the newsletters --

Pick a newsletter subject. Generic “Alert messaging newsletter” or maybe specific “Winter news from SB Alert”. Remember to change it every cycle if being specific!

Newsletter subject

Newsletter content is the message that will appear before the news articles.

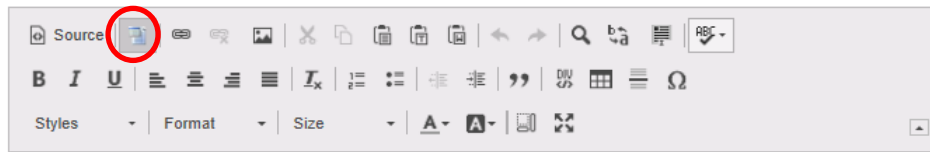
“Dear [use mail merge to decide how to add name]

Catch up on what’s happening in your area this week/month.

Get in touch with us if you would like more information or have any suggestions, concerns or questions.”

“Save configuration” to save this message and the frequency of sending out newsletters. If there are no current news articles then no newsletter will be sent out.

Newsletter content



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The 'Source' icon, which is a document with a code symbol, is circled in red.

Save configuration