

M2L07

Announcements

Okay. So I love announcements. This allows me, as an administrator, to put up an image or a post and keep it, or even a Facebook Live, and keep it at the top of the group and easy for people to access. So if you go into announcements, actually you could see all of your announcements all at once. But if you go into discussion, you'll see them here towards the top.

Now it'll show one announcement at a time. So what happens is, if a viewer comes into the group, they will see the most recent announcement that they have not yet laid their eyes on, that has not displayed in the group. If I created two announcements today and Jim comes in and he saw the second one that I posted. The next time he comes in, he'll see the other one that I posted because that other one will almost be marked as viewed. So he'll be able to see the next one, the next announcement he hasn't yet seen. If he's seen them all, he'll see the most recent.

Pinning Posts

Now. What I also love is that you can say, pin to the top and when you pin to the top, that means anyone who comes into the group, will always see this announcement at the top. No matter what I just explained to you, whether or not they've seen other announcements, whether or not they've seen this announcement. Pin to the Top will make sure that this announcement is always on top, and no matter who comes into the group until I unpinned this, they will always see that pinned post. Makes sense? All right.

You can also remove announcements in here.

What to Post

Now I like to post things such as, your introduce yourself post, your group rules, links to important posts and files, you're calendar of upcoming events, how to contact support, announcements of your latest deliverables, event reminders, surveys or polls from market research.

So as you can see here, I'm reminding them of what's coming up in October, and... let me go back to the announcements. And then we had a Q&A. Now we put all our Q&A's in our membership, and then we do timestamps with all their questions answered in there. And then here's my strategy for September, what it was, and then it just goes on. So I did some market research. So, that's in there. And here's our introduce yourself post.

I hope that's helpful. Oh yes. What I also need to tell you is that you can mark up to 10 announcements. So 10 posts as announcements. When you started getting to 10, you have to come back and clean out some posts, so that there's at least 10 in there, or a maximum of 10 in there.