



Creating Notice Templates
For Interface Administrators

Training Agenda

- ★ Why Use Templates
- ★ Key Elements Of Templates
- ★ Building A Template From Scratch
- ★ Managing Templates In Your School Interface

Why Use Templates?

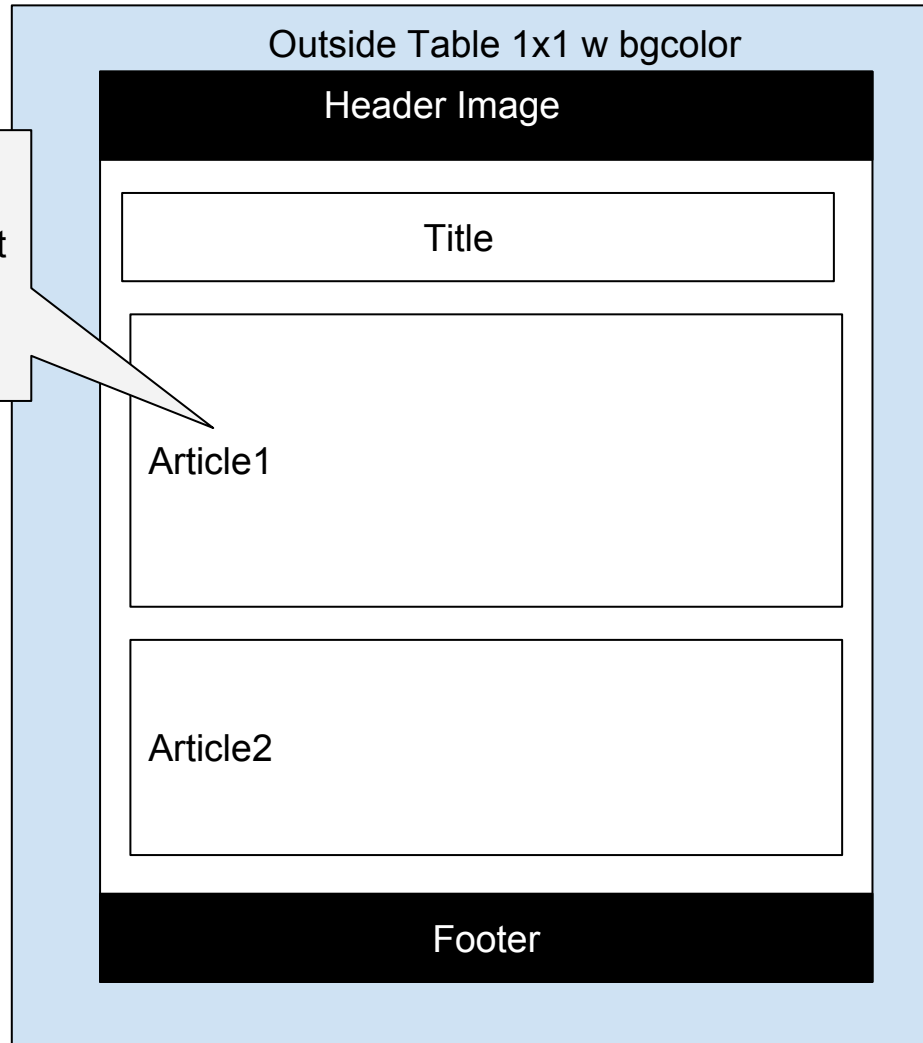
- ★ Brand recognition
- ★ Reader Engagement
- ★ Message Consistency

Key Elements Of Templates

- ★ Containers
 - Tables, Rows, Columns, Cells
- ★ Header
 - Logo, Hero Image
- ★ Footer
 - Contact Details, Social Media, Website Links
- ★ Messages, Articles, Announcements
 - Headlines, Images, Content

Containers

Nested Tables Allow
You to create
containers for different
parts of your template
and apply different
properties.



Header

- ★ Banners - School Logo With Name/Tagline
- ★ Hero Images - Photo of School, Students, etc

Footer

- ★ Contact Details - Address, Phone, Email
- ★ Web_Links - Calendar, HomePg
- ★ Social Media Accounts

Messages/Articles/Announcements

- ★ Headlines
- ★ Text Only Articles
- ★ Image + Text
- ★ Link To READ MORE...

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