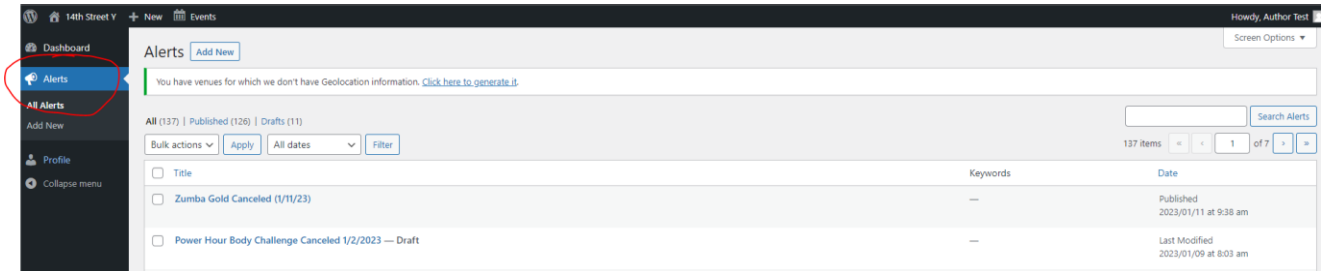


Web Alert Tutorial

Video Training: <https://www.14streety.org/wp-content/uploads/2023/01/14Y-Web-Alert-Tutorial.mp4>

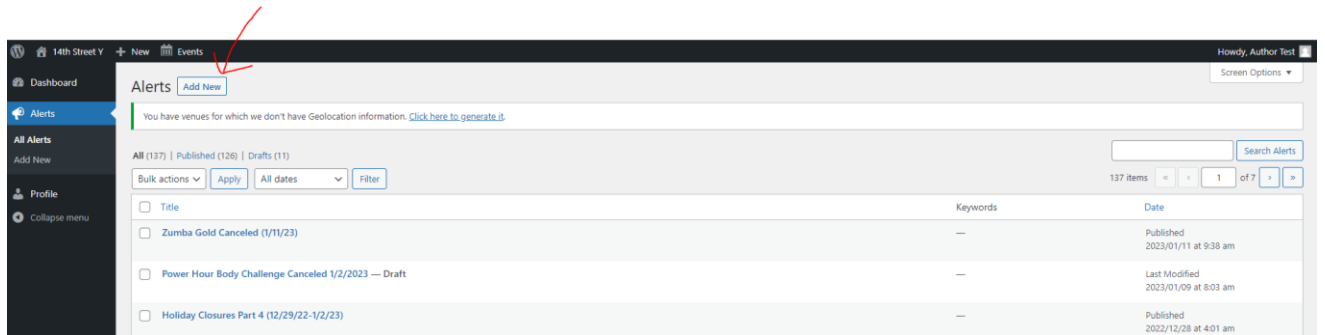
Login to WordPress at [14StreetY.org/wp-admin](https://www.14streety.org/wp-admin)

Step 1: Click “Alerts” located in the left-hand column

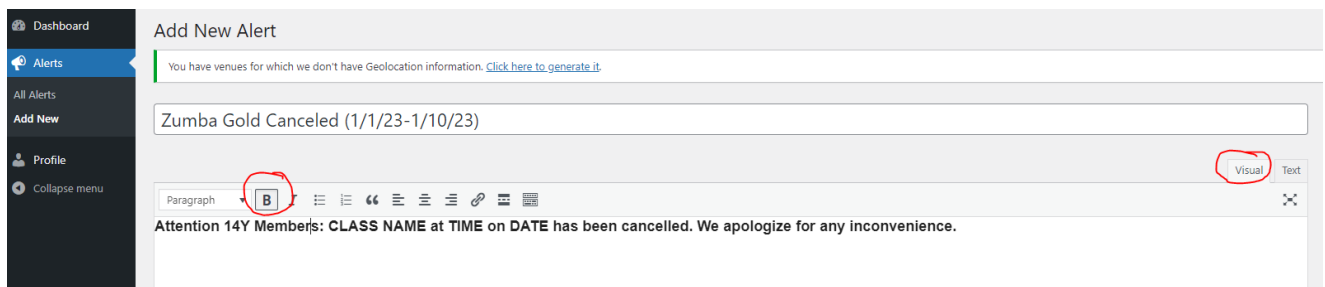


Step 2: Determine the alert that you need. You can click on any of the alerts already there to review copy. When you are ready to create your alerts click “ADD NEW” at the top.

NOTE: Do not edit an alert that already exists here. We need every alert as a record of what we’ve done. Always add a new alert.



Step 3: After you click “ADD NEW” it’s time to create your alert.



Add Title – add the title of your alert, which should be short and specific + the date that the alert is going to run, such as “Zumba Gold Canceled (1/1/23-1/10/23)”. It is important that you add the date the alert is live in case we need to add an additional alert.

Add Copy – You can add copy in the main area. Make sure that you’re under the “Visual” tab and not the “Text” tab which is where you have HTML editing. The “Visual” tab is much easier to work with. Make sure you BOLD (B) the copy so it’s more visible on the website.

Template Copy

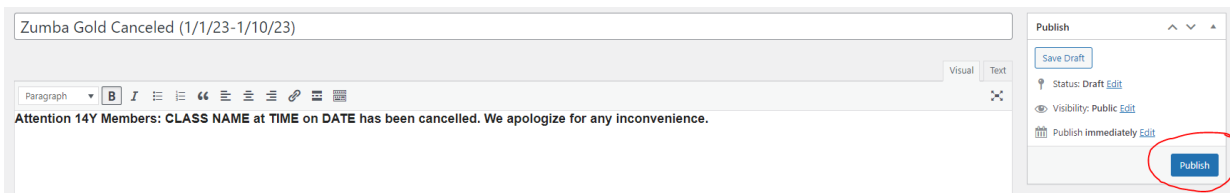
For a fitness class cancelation:

Attention 14Y Members: CLASS NAME at TIME on DATE has been cancelled. We apologize for any inconvenience.

Step 4: Scroll down to “Site Alerts Fields” -- this is where you’re going to tell the alert when to become visible on the website and when to stop. Add in the “Visibility Start Date” and the “Visibility End Date.”



Step 5: Once you finish up your alert with the TITLE and the Alert Copy, and added in a Visibility Start and End Date/Time, you can publish the alert.



Note: It can take up to 15 minutes for the alert to be visible on the website. Try opening a private/incognito window on your browser if you don't see the alert on the website after a few minutes. Once the alert is visible, it's easy to make adjustments/edits to it, such as making it bold should you forget. Remember to hit "PUBLISH" after each edit.

Important Reminder:

- Only one alert can be visible on the website at any given time.
- Check to see if an alert is already live on the website. Review the dates of the alert on the list to double check. If one is already live, you can add more copy to that alert. Here is an example:

Edit Alert [Add New](#)

You have venues for which we don't have Geolocation information. [Click here to generate it.](#)

Labor Day + Gym/Pool Closures

Paragraph **B** *I* Visual **Text**

The 14th Street Y will be closed on Monday, September 5 for Labor Day.

As a reminder, our pool and gymnasium/basketball court are closed for yearly maintenance on the following dates:

- Pool closure: Monday, Aug 29 – Monday, Sept 5. The pool will reopen on Tuesday, Sept 6
- Gymnasium closure: Thursday, Sept 1 – Tuesday, Sept 6. The gymnasium will reopen on Wednesday, Sept 7

Use the HTML “<hr>” to make a line (this is under the Text tab).

Edit Alert [Add New](#)

You have venues for which we don't have Geolocation information. [Click here to generate it.](#)

Labor Day + Gym/Pool Closures

b *i* [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [close tags](#) [proofread](#) Visual **Text**

```
<strong>The 14th Street Y will be closed on Monday, September 5 for Labor Day. </strong>
```

```
<hr />
```

```
<strong>As a reminder, our pool and gymnasium/basketball court are closed for yearly maintenance on the following dates: </strong>
```

```
<ul>
```

```
<li><strong>Pool closure: </strong><strong>Monday, Aug 29 – Monday, Sept 5. The pool will reopen on Tuesday, Sept 6</strong></li>
```

```
<li><strong>Gymnasium closure: Thursday, Sept 1 – Tuesday, Sept 6. The gymnasium will reopen on Wednesday, Sept 7</strong></li>
```

```
</ul>
```