

## News Update Function

Your SOCS site allows readers to sign up for the News Update by supplying their Email address.



Sign up for the News Update.

(enter email address) 60

[privacy policy](#) [more info](#)

[Logout](#)

The News Update function works the same as other listservs and allows you to generate a newsletter to send to the list. The News Update automatically sends headlines, a first few sentences of article text and a link to the article.

**Note:** Only Editors who have the News Update access privilege can send a News Update. If you do not have the column **include in news update**, you do not have access to this feature.

To create a newsletter:

1. To Search for articles to reference in your newsletter, select **Search Articles** from the **Editor Menu**.

**Search Results**

Your search found 65 matches. 1 – 10 are shown below. Results per page: 10

Next >> Add to News Update Delete Selected Finish

N Featured in News Update  
A Approved article

include in news update	Edit Art.	Edit Imgs	View Art.	Dit Art.	Article Headline and ID	Section	Publish Date		Article Author		Date Submitted
							start	end	writer	editor	
<input type="checkbox"/>				<input type="checkbox"/>	<span>A</span> Family Reading Night ID:4293600b6f4ca	Elementary School/Special Events	Feb 14, 2011 12:00 AM	None	SOCS Support	SOCS Support	May 24, 2005
<input type="checkbox"/>				<input type="checkbox"/>	<span>A</span> Pine Valley Elementary Receives \$150,000 Technology Grant ID:429253b794acb	Elementary School/Special Events	Feb 14, 2011 12:00 AM	None	SOCS Support	SOCS Support	May 23, 2005

2. Check the **include in news update** box next to each article to include in the News Update.

**Note:** Select **Add to News Update** button, before moving to another search page.

3. When article selection is complete, select **Create News Update**. Links and text to the selected articles are automatically added to your newsletter.

- Articles will appear in the News Update in the same order they are listed below (from top to bottom). To change the order, select an article title and select the **Move Up** or **Move Down** button.

**Create News Update**

Change Order	Featured Articles
<input type="button" value="Move Up"/> <input type="button" value="Move Down"/>	New Scholarship Information page We've Had a Makeover <b>Select the distribution lists for this News Update</b> <input type="checkbox"/> News Update: Elementary School <input type="checkbox"/> News Update: Middle School <input type="checkbox"/> News Update: High School <input type="checkbox"/> News Update: District Office

- Once the articles are in the correct order, select the correct distribution list(s) and select **Continue**.
- Complete the text fields and options on the News Update page.

**Note:** The **Email Subject**, **News Update Title** and **Heading Displayed Above List of Articles** fields fill in by default if you are sending to one listserv. If you are sending to multiple, the fields will be blank.

- **Email Subject:** The subject line the Email receiver sees
- **News Update Title:** The name of the News Update displayed at the top of the e-mail
- **Intro Message:** Optional field for a short message.
- **Heading Displayed Above List of Articles:** Optional field which separates Intro Message and Articles

**News Update**  
 Complete the form below. Click the **"Preview"** button to continue.

<b>Email Subject</b>	Welcome to the New School Year
<b>News Update Title</b>	What you need to know to start the School Year
<b>Intro Message</b>	Check out the two articles below to get the information you need to know BEFORE returning to school!
<b>Heading Displayed Above List of Articles</b>	NEED TO KNOW!!!

- **Articles:**
  - Include in Update – Select the check box to deselect an article(s)
  - Text box – will automatically display the first few sentences of an article and can be changed or deleted

Articles (uncheck articles you don't want to appear in this news update)	
Include In Update	Article Headline and Abstract
<input checked="" type="checkbox"/>	New Scholarship Information page This is some of the new scholarships that have begun available.  This is great information.
<input checked="" type="checkbox"/>	We've Had a Makeover SOCS Academy has a new look for the web site. The purpose of the revision is to make the site more user friendly with frequently updated information for our constituents. Some of the new features include the

- **News Update Footer Info:** Displays the URL for your SOCS site
- **HTML email:** The HTML email will provide text links and the first image for your article. If the boxed is unchecked you will see the full address links and no images
- **Preview:** To see the complete e-mail

News Update Footer Info These stories and more are waiting for you at <a href="http://socsdemo.fes.org">SOCS Demo</a> <a href="http://socsdemo.fes.org">http://socsdemo.fes.org</a>
<input checked="" type="checkbox"/> HTML email

Preview

7. From the **Preview** you can choose to **Edit News Update** or select **Send News Update** to initiate the Email.

## **News Update Moderation**

Each listserv has at least one moderator. The moderator can be the person who sends the News Update. There can be a different moderator for each listserv. We recommend a back-up moderator so there is someone to perform the function in the primary moderator's absence.

The role of the moderator is twofold:

1. To review the News Update one last time and perform the final "send" function
2. To receive and moderate any responses sent to the listserv

When a New Update is sent the moderator must be available to review and send the News Update. If they are not available, the News Update will not be sent.