

Announcement Instructions

1. Check Announcement Email

- a. Click “Announcement Email” from under Class Links on Broadcasting Blog
- b. Login – username: announcements@d49.org / password: eagles
- c. Click on Round Cube Webmail (far right choice)
- d. Login again if necessary (same username/password as above)
- e. Look for new announcement in Inbox

2. File New Announcements

- a. Download and print out announcement forms for anything new
- b. Hole punch and file new announcements in “On Air” section of binder
- c. Check dates on “To Be Entered” section of binder and see if any announcements start today
- d. Check dates on “On Air” announcements and move any outdated ones to “Expired” section of binder

3. Open Announcement PowerPoint

- a. Click on “Announcements Folder” from desktop and open the PowerPoint with yesterday’s date
- b. Save PowerPoint with today’s date (ex. Open 8-6.ppt and Save As 8-7.ppt)

4. Update Announcements in PowerPoint

- a. Add new slides for any new announcements (use clipart, make sure it’s readable)
- b. Delete any slides for outdated announcements
- c. Save all changes to PowerPoint