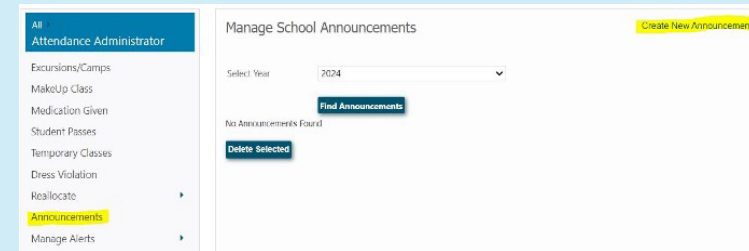# Create Announcement

1. Manage Announcement

- Go to **Attendance Administrator** then **Manage Announcement**

2. Create New Announcement

- Click on **Create New Announcement**
- Select the **Staff** that you wish to send the announcement to
  TIP 1: To send to all staff, check the box next to **Select All Staff**
- Check the box to **Display as Popup**
  TIP 2: If you want this Announcement to occur more than just once, check the box for **Recurrence** and select your frequency.
- Select the **Announcement Date**
- Type the **Content** of the message that you want to put in your Announcement
- Click on **Create**

3. View Announcement

- When staff logs into RollMarker, they will be notified that there is a new School Announcement.

The Cheat Sheet

Spacetalk Schools RollMarker