

## What if I need to make an emergency announcement?

Emergencies happen! There can be inclement weather, severe facility issue, and more! While these things aren't common, they are serious and urgent, and you need to get a message out to your people and potential visitors.

A change to a text box is too small, and two business days is too much time to get an alert banner set up on your website when the emergency is happening right now! So, what can you do when services cannot be held due to a blizzard, dangerous heat, or a global pandemic?

For all sites in 2021, emergency alert banners are built into the site.

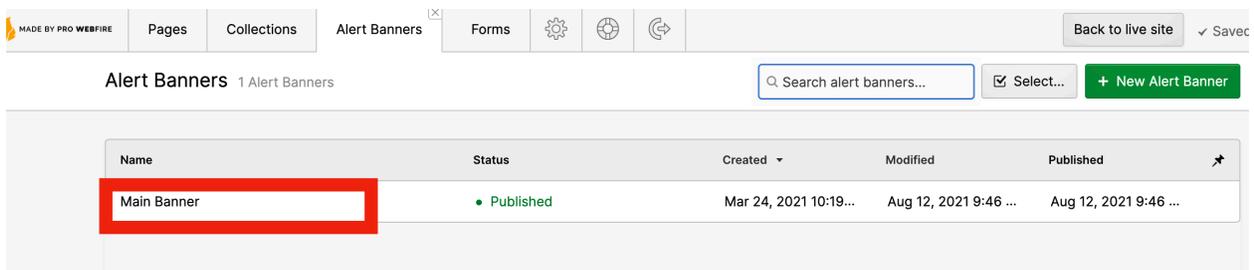
1. Select the "Collections" tab on the bottom bar of your Editor. (If you are unsure how to use your Editor, click [HERE](#).)



2. Select Alert Banners.

Name	Date Created
Videos	Thu Mar 25, 2021 12:40 pm
Events	Thu Mar 25, 2021 12:07 pm
Team Members	Wed Mar 24, 2021 3:21 pm
Blog Posts	Wed Mar 24, 2021 3:20 pm
Alert Banners	Wed Mar 24, 2021 11:18 am

3. You should have a hidden banner already set for use. Select the banner to make all necessary edits.

A screenshot of the 'Alert Banners' management interface. The top navigation bar shows 'Alert Banners' as the active tab. Below the navigation bar, there is a search bar, a 'Select...' button, and a '+ New Alert Banner' button. A table below displays the list of alert banners. The first row, 'Main Banner', is highlighted with a red rectangular box. The table has columns for Name, Status, Created, Modified, and Published.

Name	Status	Created	Modified	Published
Main Banner	Published	Mar 24, 2021 10:19...	Aug 12, 2021 9:46 ...	Aug 12, 2021 9:46 ...

- This will open the page below. Fill out the name of the banner, which will auto populate the slug box. (The slug is what appears after the slash on the website address.) Fill out the "Banner Text" section; this is what the banner will publicly display.

MADE BY PRO WEBFIRE Pages Collections Alert Banners Forms

Back to live site ✓ Saved Publish

← New Alert Banner Cancel Create

**Basic info**

Name \*

Slug \*

[www.hames4bishop.com/alert-banner/](http://www.hames4bishop.com/alert-banner/)

**Custom fields**

Banner Text

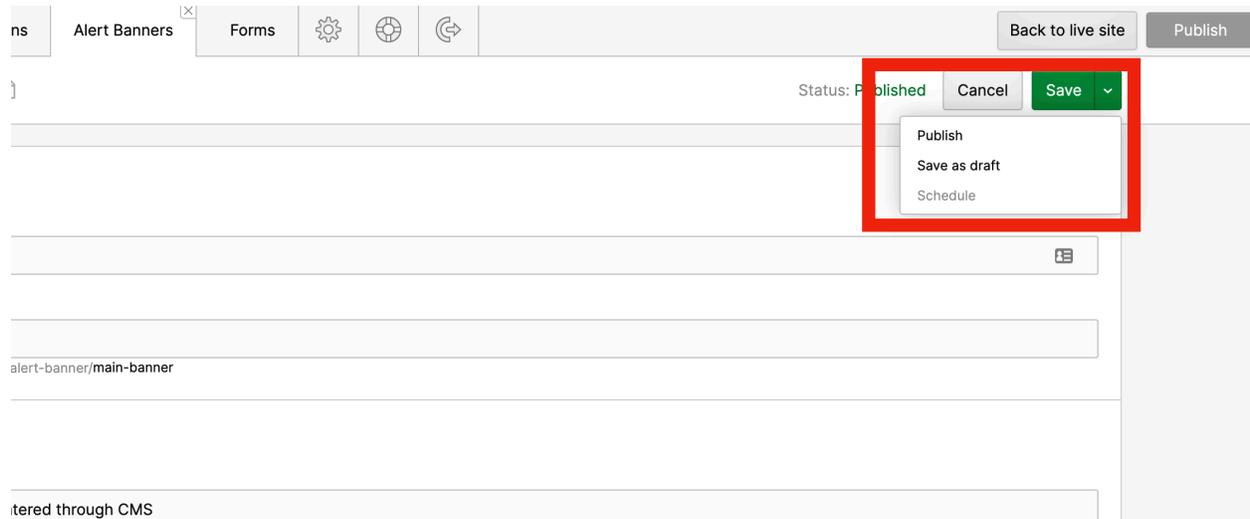
Show Banner?

- Toggle show banner on if you want it to display.

### Banner Text

Show Banner?

6. Select “Save,” or click the dropdown and choose “publish.” If you select “save as draft,” a grey bar will appear on your site where the banner should be. if you select “Publish,” it will make it display on your live site; selecting. “Schedule” is unavailable because it is already published. *If you want to have a draft that does not display, simply toggle “Show Banner?” off.*



For sites built before 2021, we have been adding this feature for our clients. If you do not have the banner feature in your site and need it or are having trouble setting up your banner, contact your AE.