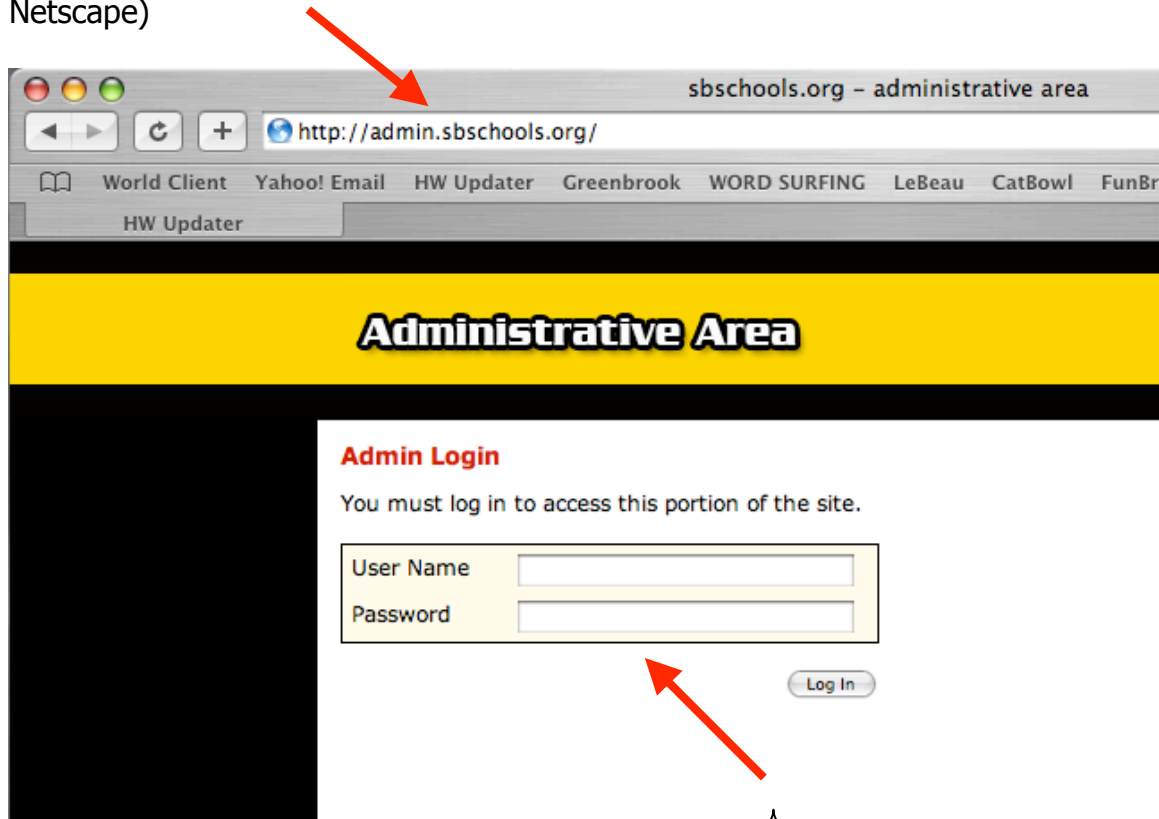


# Using the Message Editor

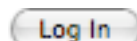
1. Go to [admin.sbschools.org](http://admin.sbschools.org) in a web browser (Safari, Internet Explorer, Netscape)



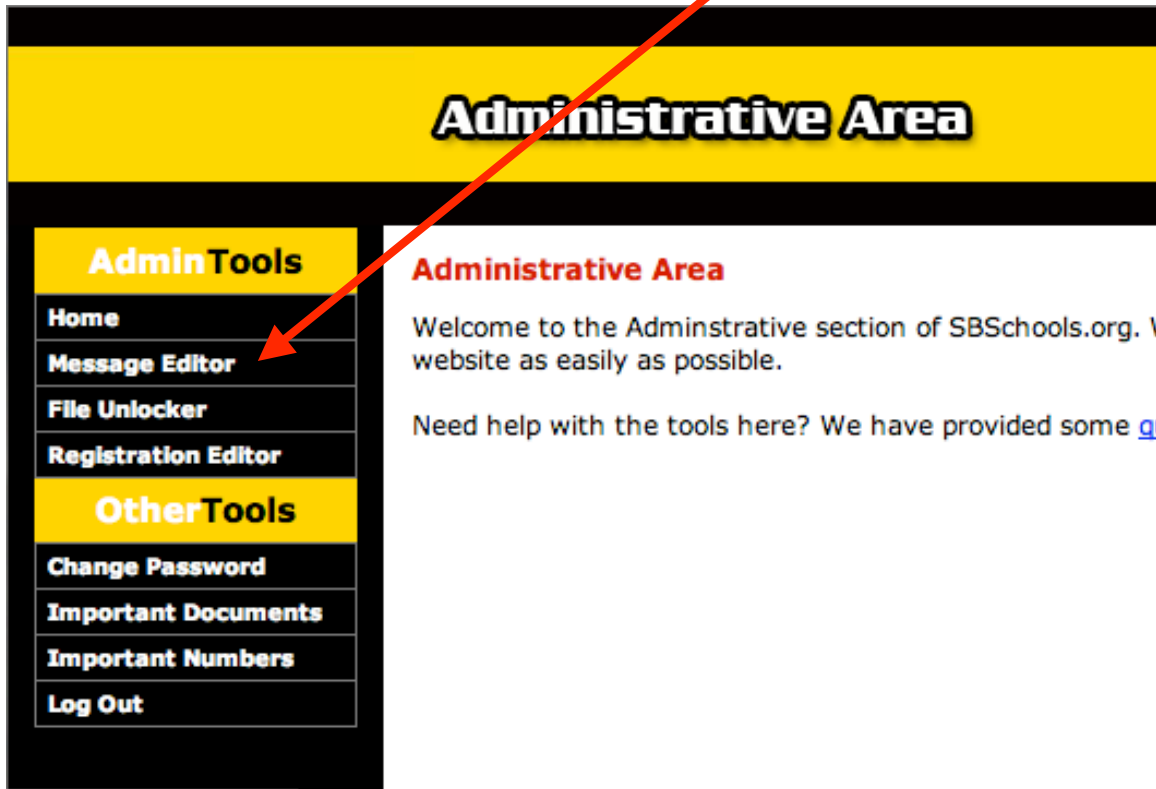
2. Once there, log in to the site by entering the username and password assigned to you. The username will be your first name, then a period, followed by your last name (ex: peter.rattien). Make sure you do not include any spaces in the username. The password is case sensitive, so make sure you do not have caps lock on. Each staff member was assigned a password, but you were able to change it once you logged in.

A screenshot of the login form from the previous image. The 'User Name' field contains the text 'peter.rattien'. The 'Password' field contains a series of dots, indicating a masked password. A red arrow points from the second step of the instructions to the 'User Name' field.

3. Click the Log In button after you've entered the information.



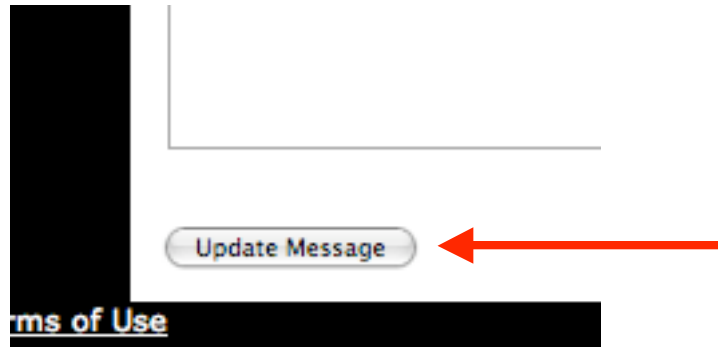
4. Once you've logged in, click on Message Editor



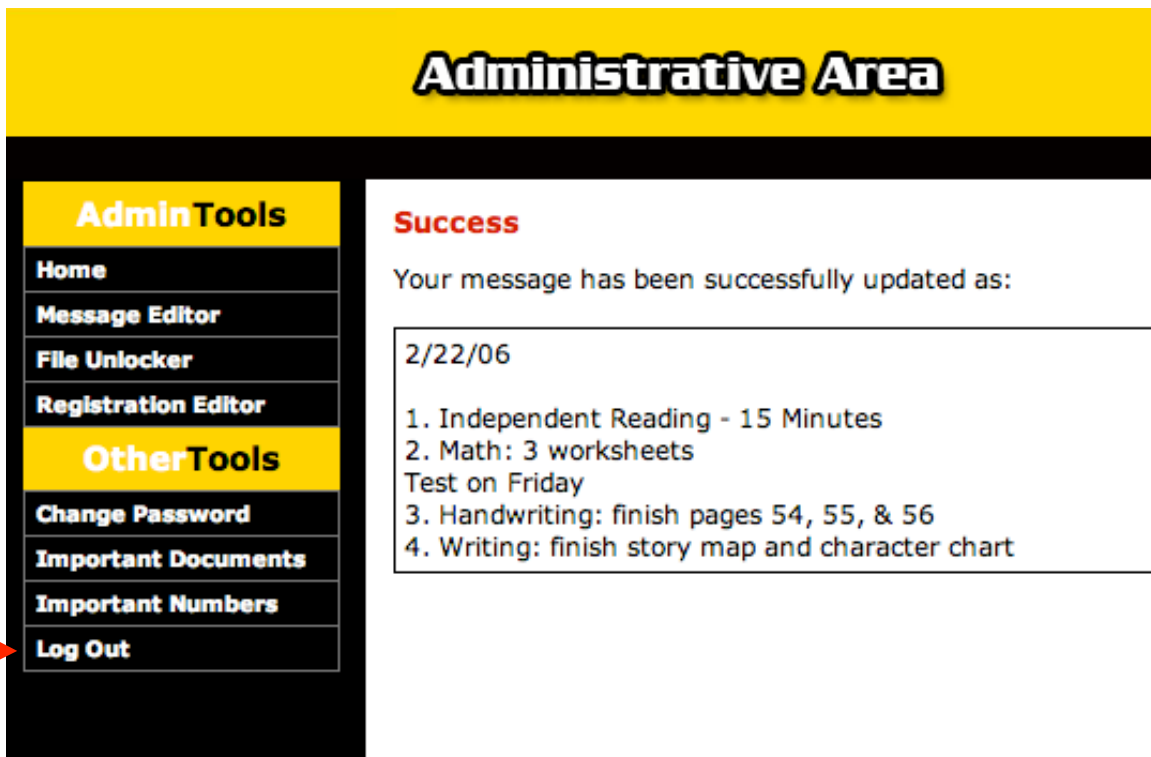
5. In the second box, you may input the message(s) you want to appear on your site. The first (smaller) box on top shows you how the message will appear visually on the site. The information to the right side of the main box where you'll input your message has html codes to insert general formatting.



6. After you've updated your message, click the update button on the bottom of the page. You may need to scroll the page down.



7. After you have clicked the update message button, a page will appear that says "success" if your updates were made to your web page.



8. Check your web page in a browser (Safari, Internet Explorer, Netscape) to ensure everything proper spelling, content, and layout of your message.

9. When you're done, click Log Out on the left side navigation.