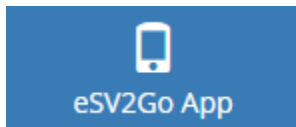


Summary: Create News Categories for each of your District and/or Schools. Users can choose from these categories in order to receive site news or push notifications. These can be chosen in the My Alerts area of each separate section on the app

Prerequisites: Admin user

Steps

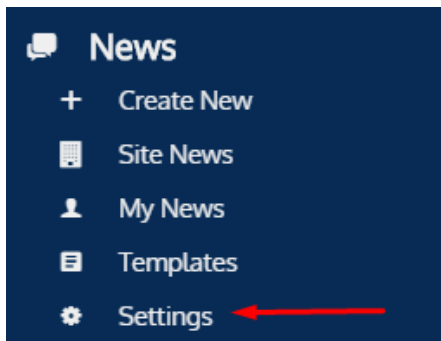
1. Login to the CMS, then click on the **eSV2Go App** option



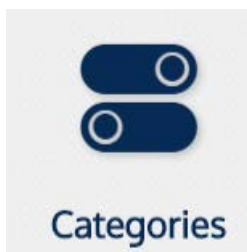
2. In the upper right, **select the section** you are going to work on



3. On the left navigation under News, click on **Settings**.



4. Click on **Categories**



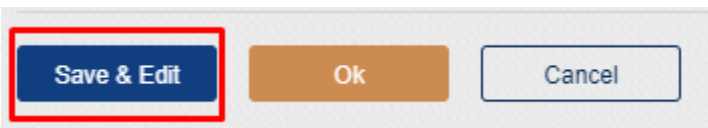
5. To add a New category, click the blue **+New** button



6. **Name** the category
7. You can **pin** the category to a fixed position in the category list
8. You can choose **automated feeds** only or to **opt in new users** automatically
9. Upload an **image** or choose an icon from the library

The screenshot shows a form for creating a category. At the top, there is a header box containing the text "eSV District". Below this is an "Image" section with a dashed rectangular placeholder containing a blue silhouette of a person. Underneath the placeholder are two buttons: "Library" and "Upload". Below the image section is a "Name" field with the text "Board of Education". Below the name field is a "Pin to Position" field with the number "3". At the bottom, there are two checked checkboxes: "System Category (for automated feed only)" and "Opt-in new users by default".

10. Click **Save & Edit**



11. **Apply** and **OK**



12. To **edit** any category, just click the edit pencil, make changes and apply

The District and Schools (if any) will EACH have a “MY ALERTS” button. This allows the user to choose whether to not to receive Push Notification and/or News from any of the categories you create.

My Alerts example:

