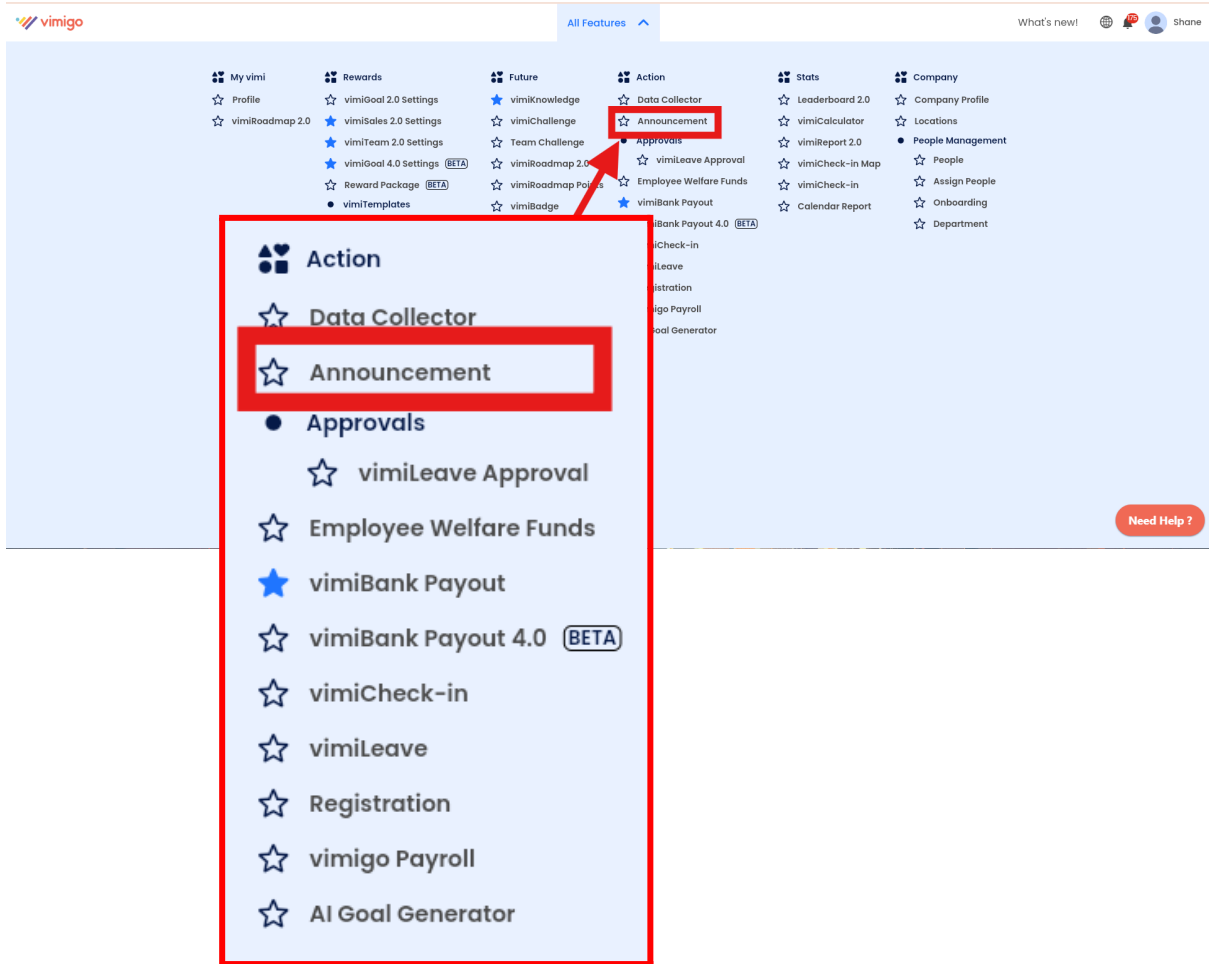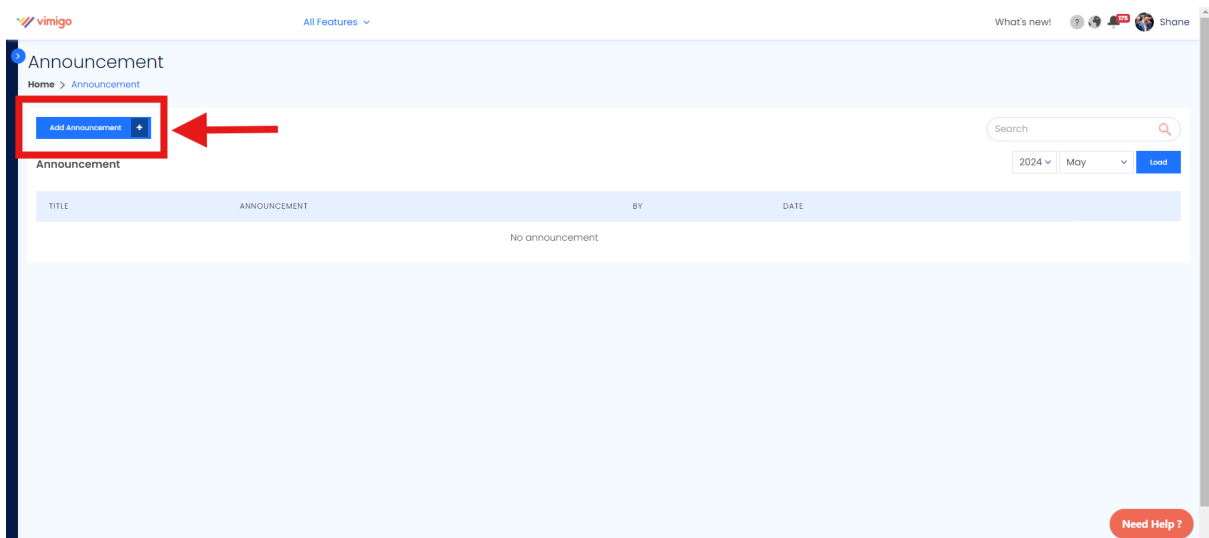# How to add an announcement?

Step 1: Head over to **All Features** Tab at the top of the website ⬜ Under **Action** list, click **Announcement.**

Step 2: Click "**Add Announcement**"

Step 3: Fill in all the details needed.

Step 4: Click "**Submit**".