



SchoolMessenger®

Posting to an RSS Feed

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Introduction

The RSS messaging component allows you to syndicate your messages in RSS feeds which people may subscribe to. Publishing messages to an RSS feed is easy. You can create feed content while creating your other message components in Message Sender or while creating reusable saved messages in the Message Builder.

 **Note:** This guide will include the steps to post to an RSS Feed, and some advanced options related to that. You will need to know how to create a new broadcast, create messages, and navigate the program generally. Please refer to the online help and guides if you need more information on those tasks.

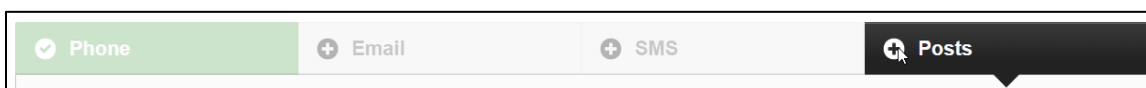
Creating RSS Feed Content

Including RSS Feed content in your broadcast's message is as simple as including any other destination type.

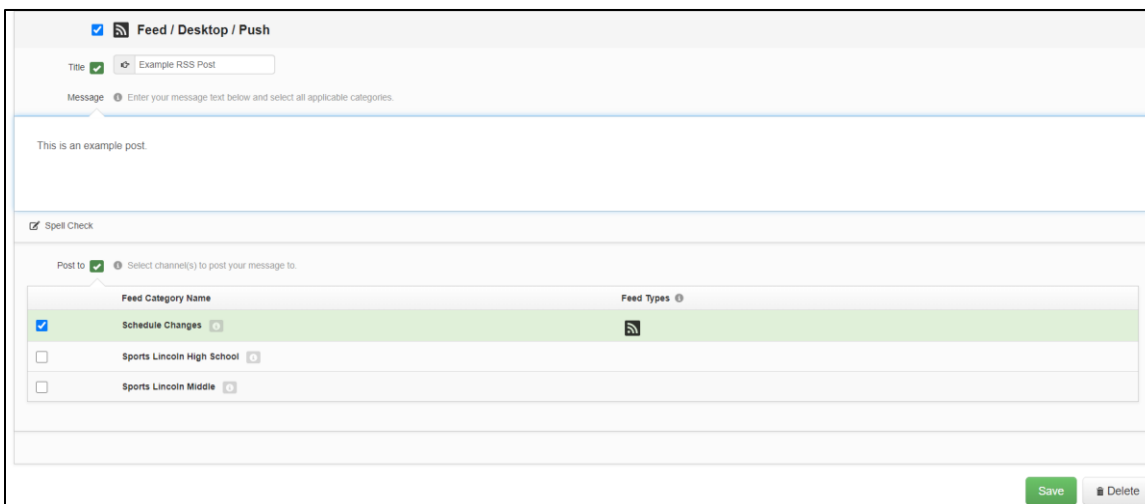
Creating a New RSS Feed Post


Navigate to the **Dashboard** tab and click **New Broadcast**.

Fill in your broadcast details as you normally would and then click the **Posts** tab.




Enter the **Title** and type the **Message** you wish for your RSS Feed post to say in the spaces below. Then, click to place a check in the box in the applicable **RSS Feed Category**.



Feed Category Name	Feed Types
<input checked="" type="checkbox"/> Schedule Changes	
<input type="checkbox"/> Sports Lincoln High School	
<input type="checkbox"/> Sports Lincoln Middle	

Click **Save**, then continue with your broadcast as normal.

 **Note:** Just like posting to a social media site, you may attach Page Media to your RSS Feed post. If you know you will be creating page message content, you may want to discuss what will be found at the link attached to your RSS Feed message. Pages allow you to create a web page with a lot more information than will fit in simple RSS Feed content, including audio and file downloads.

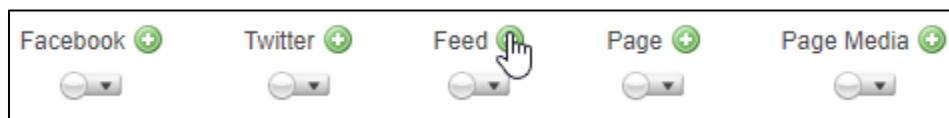
Pushing a Saved Message to RSS


Important: Only those features that you have been granted access to will display. For access to additional features contact your system administrator.

You can also create an RSS Feed component while creating other message content using the Message Editor. To learn more about setting up RSS Feeds, please view the *Configuring RSS Feeds* help documentation.

To use this tutorial, you should first follow the steps to create a saved message. If you have done this, you will be in the **Message Editor** where you can add new content using the **Message Content** grid.

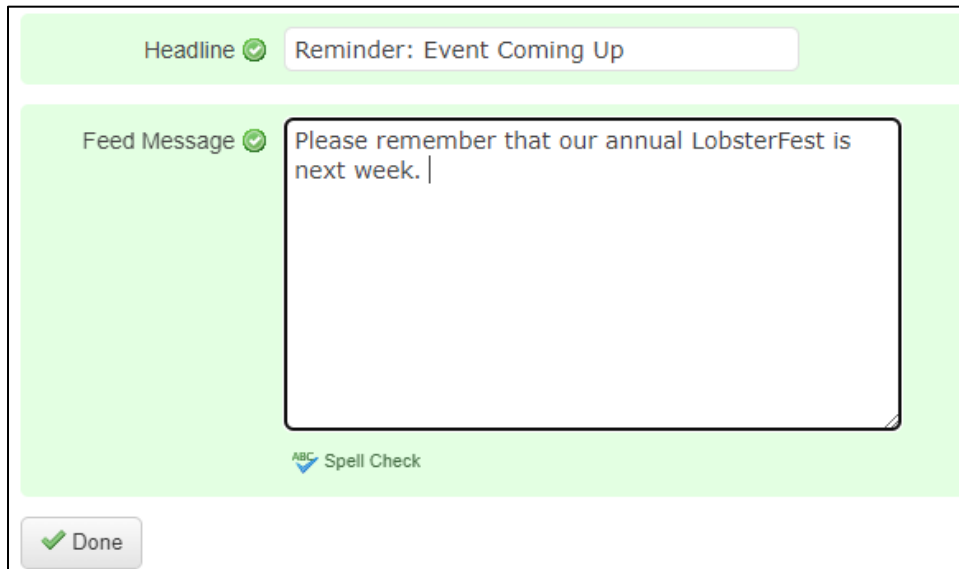
Create a new saved message using the **Broadcasts** tab -> **Messages** sub-tab > **Add New Message** button. Name your message and click **Next**.



Click the  icon next to the **Feed** in the **Message Content** grid and click **New**.

Enter the **Headline** of the RSS Feed Post, and the **Feed Message**.

Note: Just like posting to a social media site, you may attach Page Media to your RSS Feed post. If you know you will be creating page message content, you may want to discuss what will be found at the link attached to your RSS Feed message. Pages allow you to create a web page with a lot more information than will fit in simple RSS Feed content, including audio and file downloads.



Click **Done**.

Advanced RSS Feed Posting

When you would like to share more information than will fit in the limited space of social media posts, Pages are the answer. A Page is not actually a message in the normal sense, rather it is an actual web page that you can make as easily as you can create an HTML email. This feature lets you generate a web page just like you create an HTML email. Your page will be automatically linked to your RSS Feed posts (and other social media posts) via a tiny URL.

Pages also allow you to post files for download. With a page, you don't have to worry about the size of the files like you do with email attachments, making pages a great way to distribute PDFs or images.


You can also embed an audio file in your page using Page Media. The audio file can be the same as the Phone content from your Message Group or something especially created for your page.

This topic covers creating page message content from the Message Editor and its associated features, including:

- Creating a Page
- Adding attachments for download to the page
- Adding embedded audio with Page Media

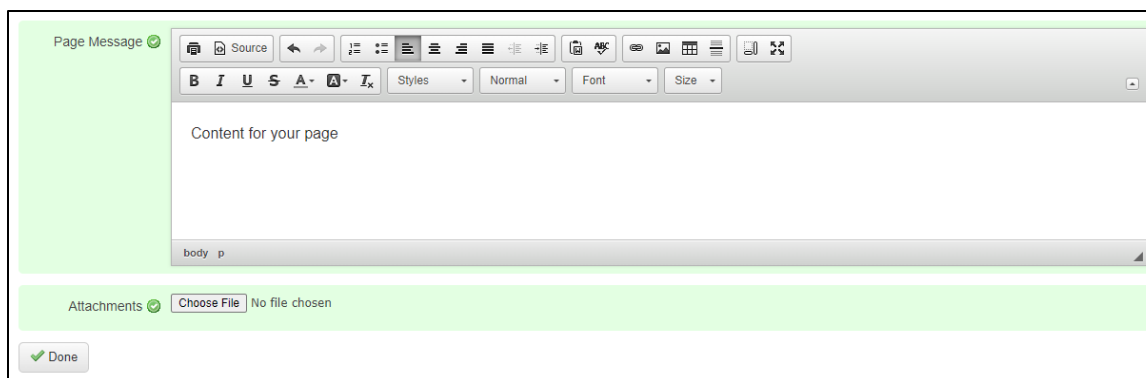
Creating a Page for use in Your RSS Feeds


Pages are one of the advanced messaging features that you access by creating a saved message from Message Builder. If you have never used Message Builder, you should review the help and training materials about creating a saved message using the Message Builder to familiarize yourself with that process first. From there, you will be ready to start creating an advanced message, including Page Message Content.

While in the Message Builder during the creation of a saved message, click the  icon next to **Page** in the **Message Content** grid.



The **Page Message Editor** will load. Use the toolbar to create your page, much like an HTML Email.



 **Note:** If you have already created a content for your message using Microsoft Word and you want to paste that message into the HTML editor, you should be aware that messages which are copied and pasted from Word (and other sources) contain extra, non-standard, information which may cause your message to not display correctly. The system will automatically remove most of this information for you, but for best results it is better to compose your message using the HTML editor if possible. If you choose to copy from Word and paste into the HTML editor, use the **Paste from Word** button.

Click **Done** to save the page content in your message.

If you want to add attachments to your page, like PDF files or otherwise, see the next section of steps.


Adding Attachments for Download to the Page

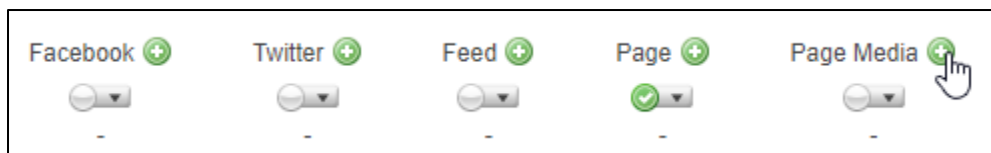
Notice the **Attachments** option at the bottom of the Page Message Editor. You may attach files to your page just like you would with an email. The difference is that when the page is created, these files will appear as links in a **Download** section. This is a great way to distribute files that are too big for email. Attachments to pages are not as limited in size and number as they are for email attachments.

To attach files to your page, click **Choose File** at the bottom of the editor, choose the file, and confirm.

Adding Embedded Audio to your Page with Page Media


Page Media allows you to embed audio such as your phone message or some new audio file into your page.

After you've created your **Page** and clicked **Done**, go back to the **Message Editor** screen of your message, click the  icon next to **Page Media**.




The Page Media Editor works just like the Advanced Phone Message Editor, only without the data fields.

You can type a message in the **Advanced Message** field to have it read by a text-to-speech voice, use **Call Me to Record** to have the system call you to record an audio message or use **Audio Upload** to upload an audio file and insert it into the message.

Advanced  Message

Text to speech

Voice Recording

 Number to Call

Optional: Extension


Call Now to Record

Audio Upload

Choose File

No file chosen

Audio Library

Gender 

☒ Female

☐ Male

▶ Preview

✔ Done

After configuring your message, click **Done**.