

Hello everyone, my name is Nora Wesselmann, and I am the Missouri Ploud Project Coordinator here at the Missouri State Library.

In this video I am going to give you a quick tutorial on how to use the Emergency Message feature on your Ploud website.

The Emergency Message can be used for many different things; you can use it to let patrons know about upcoming holiday closings, unexpected changes in event plans or cancelations, announcing a fun event coming soon, or closings due to inclement weather such as snow.

If you cannot make it to the library due to the weather, you can still access your website by logging in from your home computer or smartphone to set up the emergency message.

The Emergency Message is this box that appears at the top of the page. You have a couple options to edit it or simply turn it off.

Once you are logged onto the website, the Configure Emergency Message option is the first item under the Admin Menu

The first option you have is to select the message type.

The Disabled option simply turns the message off, the other four options affect the color of the emergency message box.

For example, the info will turn it to a blue box, warning will give you a yellow-orange box, Danger gives you a red box, and success gives you a green box.

After you select the type of box you want, you can enter the message you want your patrons to see. For example, we are going to announce that today's story time will be in the park next door since the weather is so nice.

At the bottom you have this Display on every page option. This means, when you turn it on the message will be displayed on every page of your website, having it off will only display it on the homepage.

When you are finished, Click Apply and it will take you to your homepage where you can see your changes. And if you see you have made a mistake, or the box is the wrong color, you can go back and do it all again.

That is all I have to show you in this video. I hope you found this small presentation helpful. I have my contact information here as well as Janet Caruthers who works with me on this project. If you have any questions or want any more information feel free to reach out to either one of us. Thank you for watching, and have a great rest of your day.