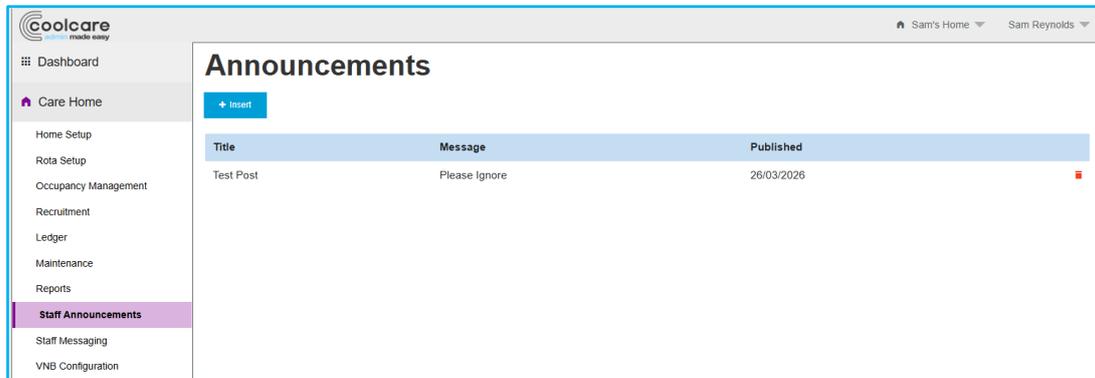


staff announcements guide.

This guide will explain the staff announcements feature, allowing you to inform your staff of anything you'd like via the staff portal. You create and publish the announcements on CoolCare, and your staff can see them on their staff portals.

You can find the announcements page in **Care Home - Staff Announcements**.



creating an announcement.

Once on the staff announcements page, you can create the announcement using the **+Insert** button:

- Navigate to **Care Home – Staff Announcements**
- Select **+Insert**
- Fill in the details to create the announcement:
 - Title – a title for the announcement, limited to 100 characters
 - Message – the full detail and description, limited to 3000 characters
 - Publish date – date you want the announcement to appear on the staff portal. This will be set to today's date by default to publish immediately, but you can change this to a future date to plan an announcement in advance
- Click **Save** once complete to create the announcement

New Announcement

Title Required 18/100
A New Announcement

Message Required 288/3000
CoolCare can now be used to send announcements to your staff members via the Staff Portal. Create it here by filling in the required details and then publish it to your staff members! They'll be able to view it on their portal to catch up on any news you may have regarding your business.

Publish Date Required
26/03/2026

[← Back](#) [Save](#)

Once created, an announcement can be edited, and they can also be deleted from the announcement list using the red delete icon on the right-hand side.

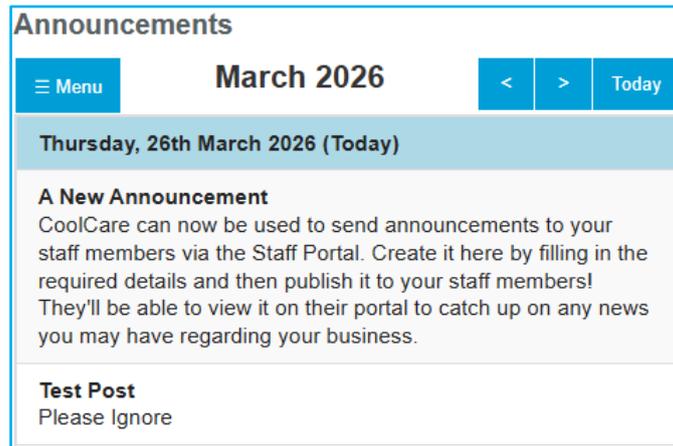
viewing announcements.

Once published, announcements can be seen by staff members on the staff portal. To see them:

- Log in to the Staff Portal
 - The calendar page will display a badge of any announcements published today.
- Navigate to **Menu – Announcements**
- Any announcements made on CoolCare will appear on this page
- Staff can navigate this by month; the announcements will be sorted by the date they were published.



Good Afternoon Amelia Watson
OUT on 23/03/2026 19:00 at Sam's Home
Menu **March 2026**
Today's announcements: 1



Announcements
Menu **March 2026** < > Today
Thursday, 26th March 2026 (Today)
A New Announcement
CoolCare can now be used to send announcements to your staff members via the Staff Portal. Create it here by filling in the required details and then publish it to your staff members! They'll be able to view it on their portal to catch up on any news you may have regarding your business.
Test Post
Please Ignore