

Create a Pop Up Message

What this is




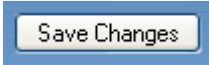


This is a message that will Pop Up when a volunteer signs in. It may be used to share information or to recruit.



Note: HelpCounter keeps track of who has seen Pop Ups and they will show only once for any particular volunteer.


How to do it

<p>Step 1</p>	<p>Log into the Admin Area of HelpCounter by going to www.helpcounterweb.com and entering your administrative log on.</p> <p>If you are on the computer used for signing in, click on the work 'Admin' in the lower right corner of the main sign in window.</p>	
<p>Step 2</p>	<p>In the Administrative Area, click in the panel on the left side of the page labeled 'Communications.'</p>	
<p>Step 3</p>	<p>Near the bottom of the page, click on 'Edit Pop Up Messages.'</p>	

<p>Step 4</p>	<p>If there are already pop ups on file, you may edit one by clicking on 'edit' next to the message. edit</p> <p>Or, you may add a new one by clicking on 'Add New PopUp'. </p>
<p>Step 5</p>	<p>Edit the Headline and the Message Body.</p> <p><i>TIP: Messages are more readable when you keep the lines short. Use the enter key to add new lines.</i></p>
<p>Step 6</p>	<p>Set the 'Start Showing' and "Final Showing Dates". Start Showing <input type="text" value="09/20/2010"/> Final Showing <input type="text" value="09/20/2010"/></p> <p><i>TIP: If there is more than one current message, HelpCounter will rotate through them</i></p>
<p>Step 7</p>	<p>You may make this Pop Up Informational Only or you may make it Interactive and request a response. To make it interactive, check the box next to '<i>Enable Response Button</i>'. <input checked="" type="checkbox"/> Enable Response Button</p> <p>This will add the green 'Send Yes Response' to the Pop Up. Affirmative responses will be sent to the email address you'll enter in the box below. </p> <p><i>TIP: Interactivity is entirely optional. If you do not check the 'Enable Response Button', there will be a 'Continue' button and no green response button.</i></p>
<p>Step 8</p>	<p>Make sure the Pop Up looks correct by using the Preview Feature. </p>
<p>Step 9</p>	<p>Save your changes. </p>
<p>Step 10</p>	<p>Return to the Admin Area. </p>
<p>Step 11</p>	<p>If you are on the computer used for signing in, return to the sign area and you are done. Click on the button at the top of the Admin Window labelled "<i>Go To Sign In Page</i>". </p>

IMPORTANT: If you edited the Pop Up on a different computer from the one used for signing in, HelpCounter must be reset on the sign in computer. Use the steps below.

Reset HelpCounter on the Sign In Computer

Step 12	Close the browser running HelpCounter by clicking on the red X at the top right.	
Step 13	Restart HelpCounter by restarting the browser and logging in to the Sign In Area.	

You are finished!