

**Daily Bulletin Tutorial**

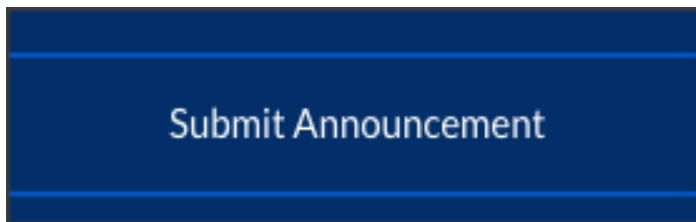
To access the daily bulletin go to: **<http://lapietra.oyez.live>**

**To submit an announcement:**

1. Go to **<http://lapietra.oyez.live>**.
  - a. The link is also available on the [www.lapietra.edu](http://www.lapietra.edu) faculty/staff, students, and parent's webpages.



2. On the right hand column, click on **Submit Announcement** or scroll to the bottom of the page to the **Submit Announcement Form**.



3. Enter all the required fields for your announcement: **Name, E-mail, Announcement Title, Start and End date**, and **Category**. You can also enter any announcement details.

## Submit An Announcement

Submit your own announcement. For security you must know what animal is the school's mascot.

Your Name **\*required**

Your Email **\*required**

Announcement Title **\*required**

Start Date **\*required**

Stop Date **\*required**

Select Category **\*required**

Announcement Details

Click the Browse button to include a document from your hard drive.

The following file types are accepted: JPG (image), PDF (Acrobat), DOC & DOCX (Word), XLS & XLSX (Excel). Mac users must ensure their file ends with one of these extensions.

no file selected

Security Question (mascot animal) **\*required**

- To attach a file with your announcement, please write your verbiage so that it refers to the document below. For example, "If you would like to submit a lunch Form, please print the document below and submit it to the front office."

- Click **Choose File**



- Locate your file on your computer and select **choose**.

\*Before attaching your document, please make sure the file is labeled in a suitable manner. For example, instead of using something like lform16.pdf, please make the file name something along the lines as "Lunch Form 2016.pdf".

- Enter the answer to the **Security Question**.

- The answer to the security question is **panther**.

- Click **Submit**

- A confirmation message will be sent to your e-mail. To ensure that your message will be displayed, please submit it before C Block the day prior to when you would like it posted. Please remember that you can post things well in advance.

- As a reminder, please make sure to read the daily bulletin to your Hui's on Monday & Friday and at the beginning of A blocks (if you have one) on Tuesday, Wednesday, & Thursday.

To subscribe to receive announcements via daily e-mail:

- Go to **<http://lapietra.oyez.live>**

- The link is also available on the [www.lapietra.edu](http://www.lapietra.edu) faculty/staff, students, and parent's webpages.



- On the right hand column, click on **Subscribe** or scroll to the bottom of the page to the **Subscribe Form**.



3. Enter all the required fields to subscribe: **First Name, Last Name, E-mail,** and **relationship to La Pietra.**

## Subscribe

Subscribe to receive announcements via email.

Your First Name **\*required** Your Last Name **\*required**

Your Email **\*required**

Your enrolled child's first name Your enrolled child's last name

Your enrolled child's year of graduation Your relationship to the enrolled child

Your relationship to La Pietra

**SUBMIT**

4. Click **Submit**.
5. A confirmation message will be sent to your e-mail of your subscription.
6. It will take 24 hours for approval and for you to start receiving the daily e-mails.
7. If you wish to no longer receive the daily e-mails, you will have the ability to unsubscribe at the footer of the e-mail.