## Pivot-RP Admin Essentials

# Newsletters and Announcements

This video explains how Pivot-RP administrators can use Newsletters and Announcements to proactively communicate with their researchers to guide them to relevant funding opportunities.

Pivot-RP Newsletters are an efficient and effective way to share highly relevant funding opportunities and other information with targeted groups of users.

From the Admin Dashboard, select Create a Newsletter. Name your Newsletter. Choose which curated searches or curated lists to include. We cover creating curated searches and curated lists in another video. You can customize the newsletter content. Add the subject line that will appear to your users in their email inbox. Add content you want to include in your newsletter by typing in the box or cutting and pasting information you want to share with your users. This content can be styled using the tool bar and can include links or images. Choose to send the newsletter to all your users or to specific groups. We cover creating and managing groups in another video. Newsletters can be scheduled to send on a certain day or sent on a recurring basis to repeat weekly or monthly.

Newsletters are sent as emails like this, and users can click on titles to see the opportunities in Pivot-RP. Newsletters are highly customizable so you can create templates with different opportunities and messages targeted for different groups. As you and other administrators create more newsletters, go to the Manage Newsletters page to keep track of them and edit them.

In-application Announcements can be used to notify users at your institution about events or important information such as training or help. When you create one, you can provide links to other web pages and resources, and you can schedule them with specific start and expiration dates. They appear near the top of the screen, highlighted whenever a new announcement is created.

And that's how you can customize Newsletters and Announcements for researchers at your institution!