


# Build better bulletins


October 2, 2022

**Bulletins** got a makeover! Not only does it look snazzier, but it's mobile friendly and works better with Google forms. Time to break out the newsgroup signups and book quizzes! Are you having a book fair? You can make a special bulletin for the fair, and add a Google form to easily let patrons and volunteers sign up.

How to Add a Google Form to your Bulletin

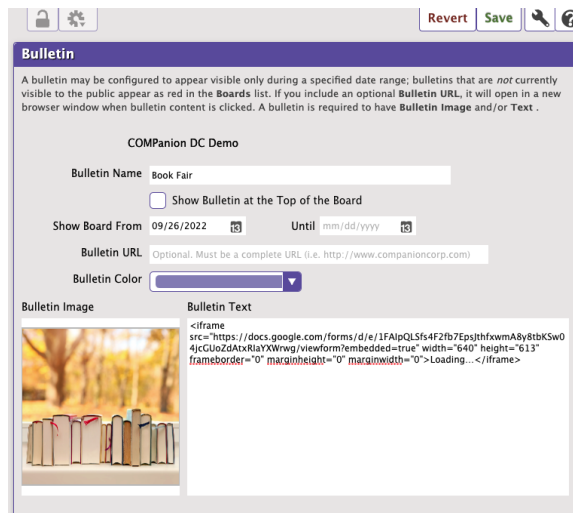
1. Create the [Google form](#) you want to include in your bulletin.
2. Go to Tools > Bulletins and click the  icon in the bottom left to create a new board.
3. In your finished Google form, click the Send button in the top right. This will open the top window shown on the right.
4. Click the < > section, then select and copy the HTML show under "Embed HTML."
5. Paste the HTML into the **Bulletin Text** box in Alexandria.
6. Make sure to click **Save** when you're done!

Got a more in-depth form to share? Link to them using html: `<a href="http://form.url">form name</a>`

 Bulletins is currently accessed through Tools in Alexandria, but soon Bulletins will be listed under the new [Builder](#) section of the [Alexandria Makeover](#).

A book fair isn't the only way you could utilize the new bulletin features.

- Create bulletins for specific teacher assignments or projects
- Volunteer sign-ups
- Track reading challenges for patrons.
- Help student-run clubs and school teams
- Inform your patrons about special events at your library.
- And more!



**Bulletin**

A bulletin may be configured to appear visible only during a specified date range; bulletins that are *not* currently visible to the public appear as red in the **Boards** list. If you include an optional **Bulletin URL**, it will open in a new browser window when bulletin content is clicked. A bulletin is required to have **Bulletin Image** and/or **Text**.

**COMPANION DC Demo**

**Bulletin Name** Book Fair

☐ Show Bulletin at the Top of the Board

**Show Board From** 09/26/2022 **Until** mm/dd/yyyy

**Bulletin URL** Optional. Must be a complete URL (i.e. http://www.companioncorp.com)

**Bulletin Color**

**Bulletin Image**

**Bulletin Text**

```
<iframe
src="https://docs.google.com/forms/d/e/1FAIpQLSf4F2fb7EpsjthfxwmA8y8tbKSwo
4jcCUoZdAtxRiaYXWwg/viewform?embedded=true" width="640" height="613"
frameborder="0" marginheight="0" marginwidth="0">Loading...</iframe>
```

Have questions about Bulletins? Reach out to our Support team at 1-800-347-4942.



Alexandria [Engagement+](#) is able to enhance your measurement of all student online reading, learning, and engagement. Contact Sales at 1-800-347-6439 for more information.