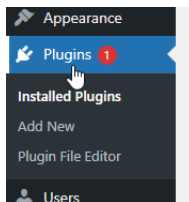Installing **WPFront Notification Bar** plugin

What it does: displays a temporary notice on your website to share important but short-lived news such as a closure due to weather, an unexpected change in service, etc.
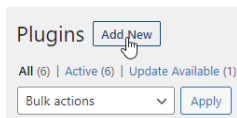

A note about website plugins: we highly recommend care and caution when adding plugins to a library website. Use recommended plugins or plugins that have recent updates, have many installations, have good documentation and are compatible with the current version of WordPress you are using. There is a risk that a poorly developed plugin could cause serious problems with the functionality of a website or unintended security risks. Only add as many plugins as you feel you have staff capacity to maintain and troubleshoot when needed.
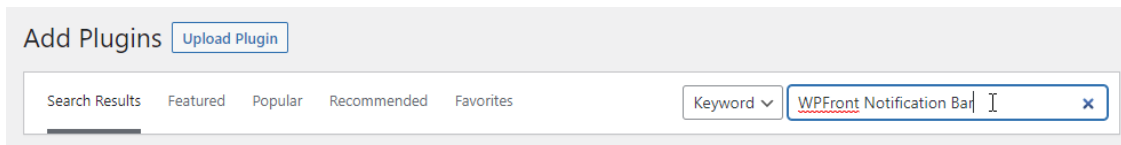
Step 1: add plugin to website

On the website dashboard, click on "Plugins" on the lefthand sidebar.

At the top of the screen, click the "Add New" button.

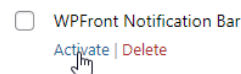In the "Add Plugins" screen, type "**WPFront Notification Bar**" in the search box.

Click the "install now" on the **WPFront Notification Bar** link.

After it has installed, click "activate" in the same box.

Note: sometimes this activation isn't quite complete – you may need to return to the "Plugins" menu from the dashboard sidebar and click "Activate" underneath the plugin name. 💁
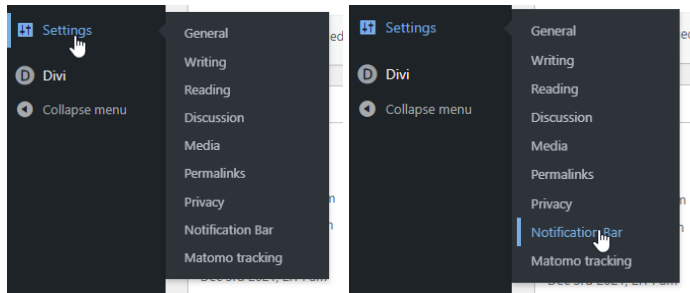
Installing **WPFront Notification Bar** plugin

What it does: displays a temporary notice on your website to share important but short-lived news such as a closure due to weather, an unexpected change in service, etc.
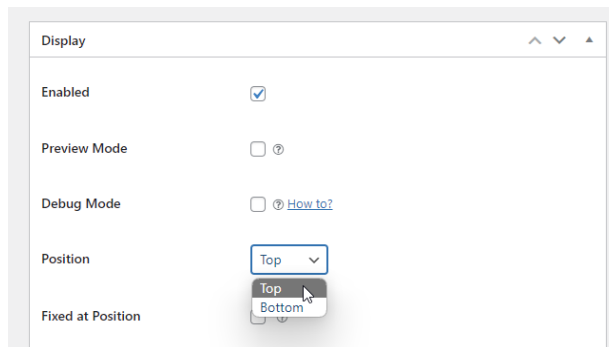
Step 2: set a notification on your website

To use the Notification Bar, hover over "Settings" on the left hand menu and move to click on "Notification Bar." *(Note: any plugin that doesn't function within another tool will appear here by default.)*
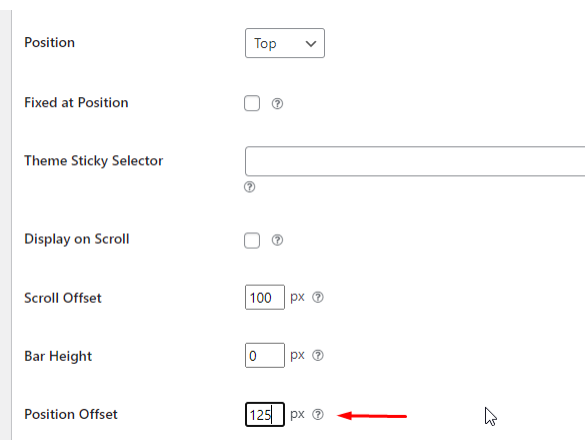

This will bring up the Notification Bar settings menu.

Key settings include (scrolling from top to bottom):

Display – Click the check box "enabled" and choose between Top and Bottom (Top is default).

NOTE: if your website has the Divi theme with Header elements enabled (usually a bar across the top of your page with phone number, email, social media links, plus a primary menu bar, you will need to add a position offset of approximately 125 px in the Display settings. Otherwise, the bar will appear behind the header information.
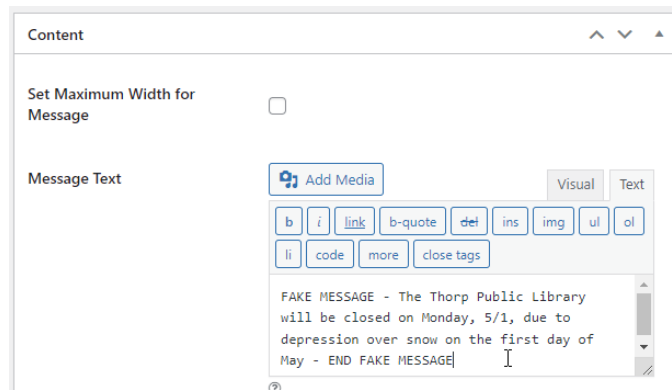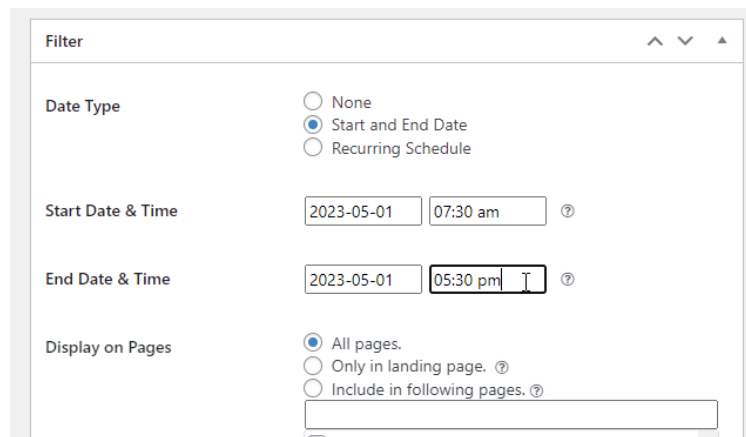
Installing **WPFront Notification Bar** plugin

What it does: displays a temporary notice on your website to share important but short-lived news such as a closure due to weather, an unexpected change in service, etc.
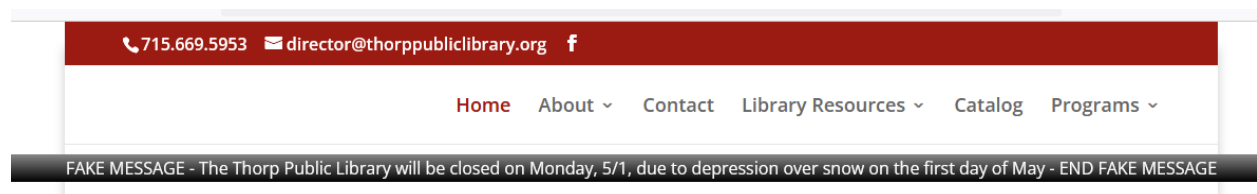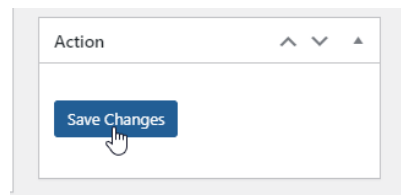
Content – add message text

Filter – set a start and end date for a temporary notification

Click "Save Changes" and the bar will appear on the top of the website.
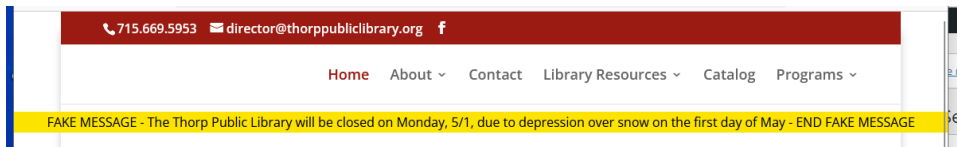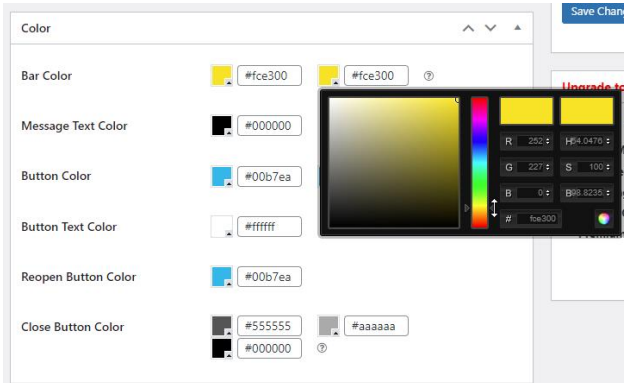
Installing **WPFront Notification Bar** plugin

What it does: displays a temporary notice on your website to share important but short-lived news such as a closure due to weather, an unexpected change in service, etc.
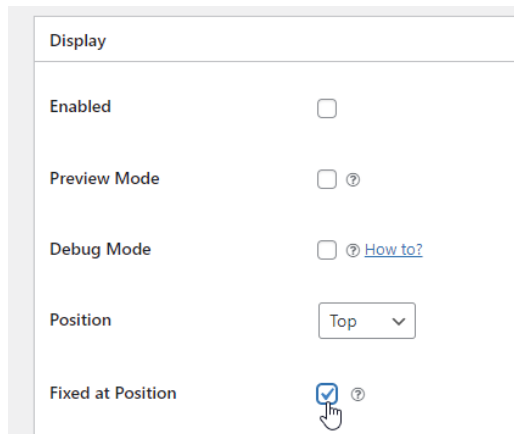
Step 3: advanced use

Generally, the default options will work for getting an urgent, temporary message displayed on your website, however…there are a variety of options within the menu for advanced use. Key ones include:
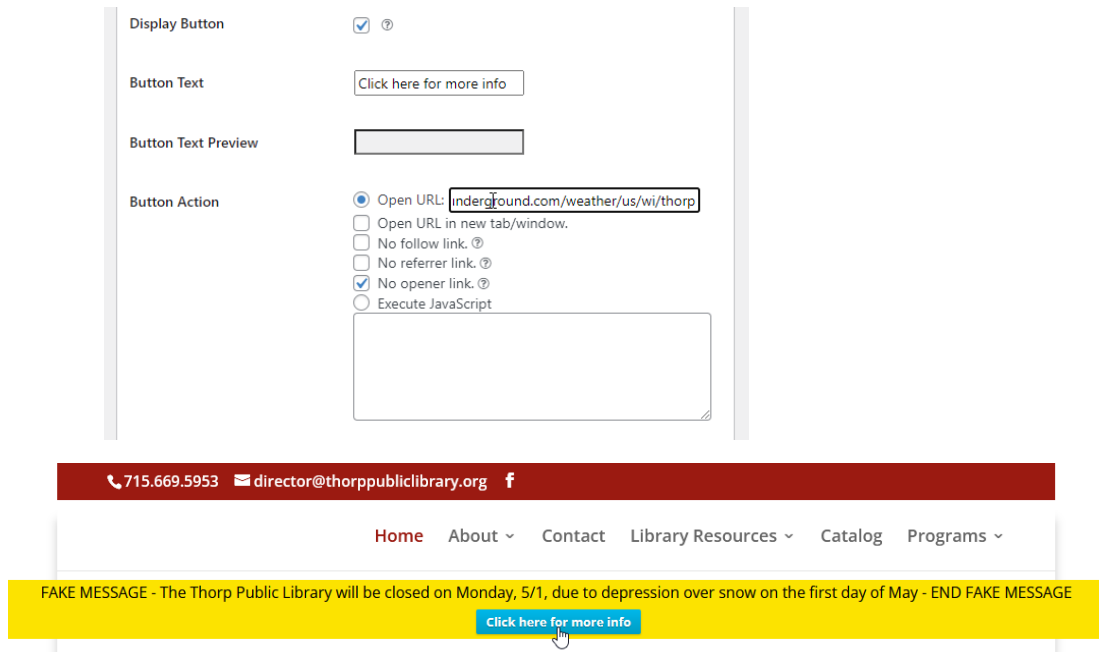
- Changing the color of the bar

- Make the bar stay in one place as the user scrolls down the page.

- Add a clickable button to redirect to another page.
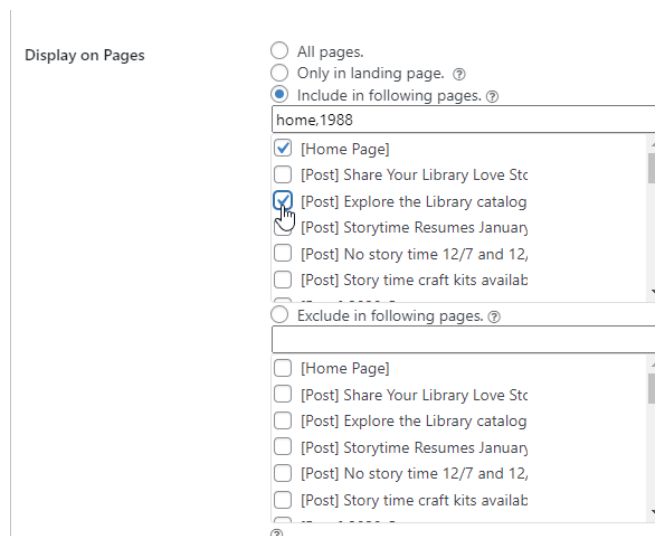
Installing **WPFront Notification Bar** plugin

What it does: displays a temporary notice on your website to share important but short-lived news such as a closure due to weather, an unexpected change in service, etc.

- Have the bar only appear on mobile devices or desktop computers.

- Have the bar appear only on select pages.

Note: with the free version only one notification bar can appear at a time. So, if you have a message for weather, you can't have a message about a program on the children's page at the same time.