

How to Enable the Alert Block:

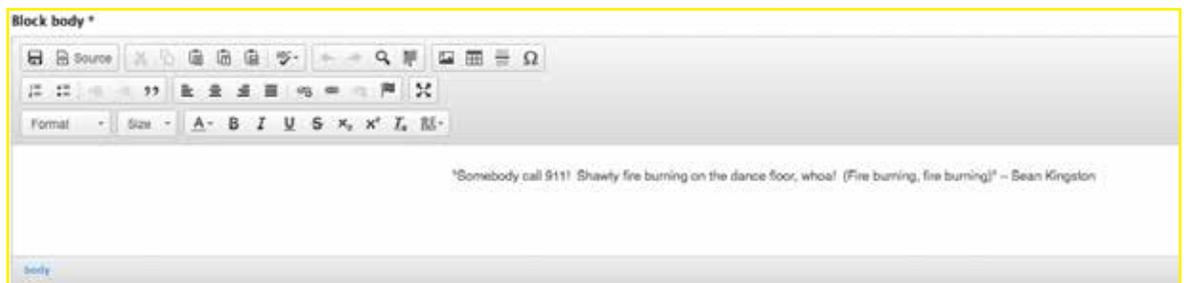
1. Select Structure > Blocks from the top drop down menu



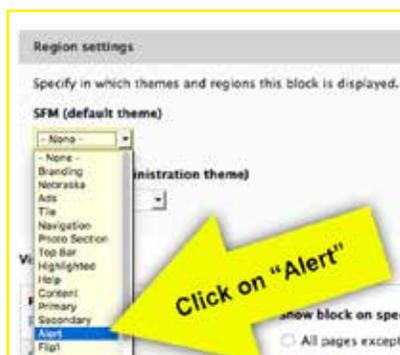
2. On the block page, scroll down to the "Disabled" section towards the bottom of the page. Click the "Configure" link next to the block titled Alert.



3. On this block configuration page, you are able to customize your message, configure it to show up on specific pages, and enable/disable the alert block from displaying.
 - a. To customize your message, edit the text in the block body section.



- b. Enable the alert block by selecting "Alert" in the SFM (default theme) drop down box under "Region Settings"



c. Configure what pages you want the block be shown on by the “Show block on specific pages” section at the bottom of the page.

i. To show the block on the home page only, settings should look like this:

ii. To show the block on all pages, settings should look like this:

iii. To show on specific pages, settings should look similar to this:

NOTE: You will have to enter all of the pages that you want the alert box to show up on

4. Click the green “Save Block” button at the bottom of the page.



5. **Complete!** You have enabled the alert block.



How to Disable the Alert Block:

1. Either hover over the alert block and click the gear icon that displays and select “configure block” or go to the Structure > Blocks page and select the “Alert” block that is active in the Alert Region. In the Region settings area, change the SFM (default theme) region to “ - None - ” instead of “Alert.”
2. Click the green “Save Block” button.
3. **Complete!** You have enabled the alert block.

