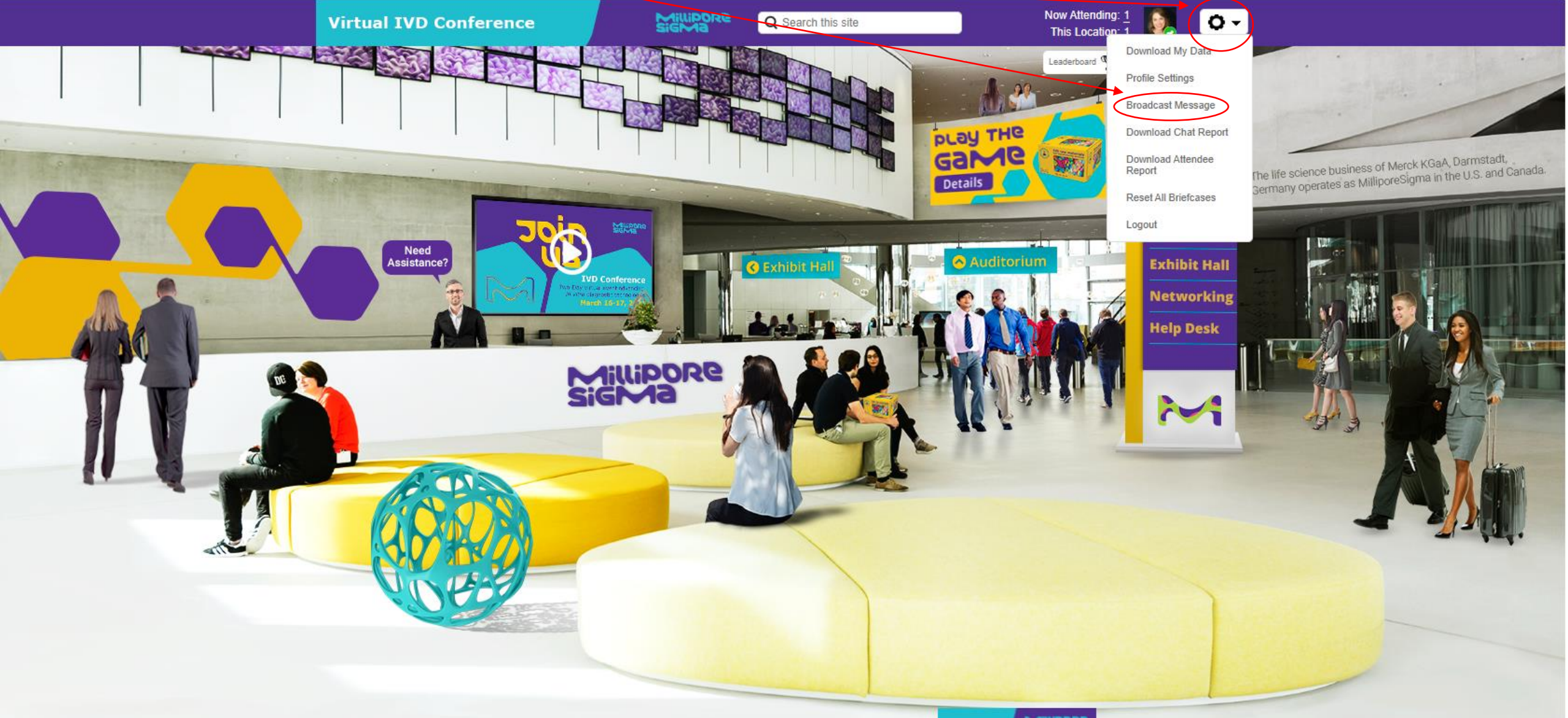
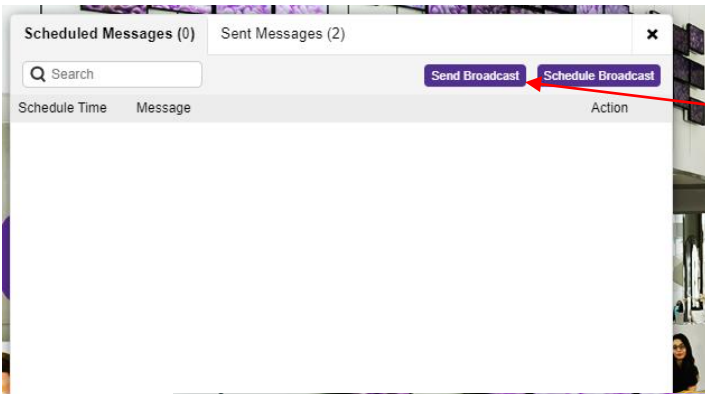


To schedule/send broadcast messages, click on the cog wheel in the top right of your screen & select "Broadcast Message"





This window will pop up.

- Choose “Send Broadcast” to send message immediately.
- Choose “Schedule Broadcast” to schedule messages in the future.

A screenshot of a 'Broadcast Message' form. The form has a title bar with a close button. Below the title bar is a subtitle: 'Use this form to create a broadcast message that will be seen by all users in the Virtual Experience.' The main form area contains a text input field with the placeholder 'Please enter your broadcast text here' and a character count '[0 / 400]'. Below the text field is a 'Target Attendees' dropdown menu set to 'Everyone'. There is a checked checkbox for 'Schedule' and a dropdown menu for the time zone, currently set to '(GMT-08:00) Pacific Time (US & Canada)'. Below the time zone dropdown are two input fields for 'Date' and 'Time'. There are two unchecked checkboxes: 'Message Duration' (with a note: '(If you do not select a duration, attendees must close each broadcast message manually)') and 'Enable Click Action'. At the bottom of the form are two buttons: 'Cancel' and 'Schedule Broadcast'.

This window will pop up.

- “**Broadcast Message Text**” Field: Enter the message text you’d like to send to attendees.
- “**Target Attendees**” Field: Default set to Everyone. Recommended to leave as-is.
- “**Schedule**” fields: Enter your timezone, date & time that you would like message to be sent on your event date.
 - Note: This will display in the user’s local timezone.
- “**Message Duration**” field:
 - Leaving this box unchecked forces the attendee to manually close the message (recommended)
 - Checking this box allows you to set a time for the message to auto-disappear
- “**Enable Click Action**” field: Checking this box gives you options to add a “call to action” button for attendees to click & send them to other locations/.urls, etc. (see next page)

Sample Broadcast Message

Broadcast Message

Use this form to create a broadcast message that will be seen by all users in the Virtual Experience.

Broadcast message text

Please join us in the Auditorium for our next presentation!

[59 / 400]

Target Attendees

Everyone

Schedule

(GMT-08:00) Pacific Time (US & Canada)

Date

Time

Message Duration

(If you do not select a duration, attendees must close each broadcast message manually)

Enable Click Action

Link Location

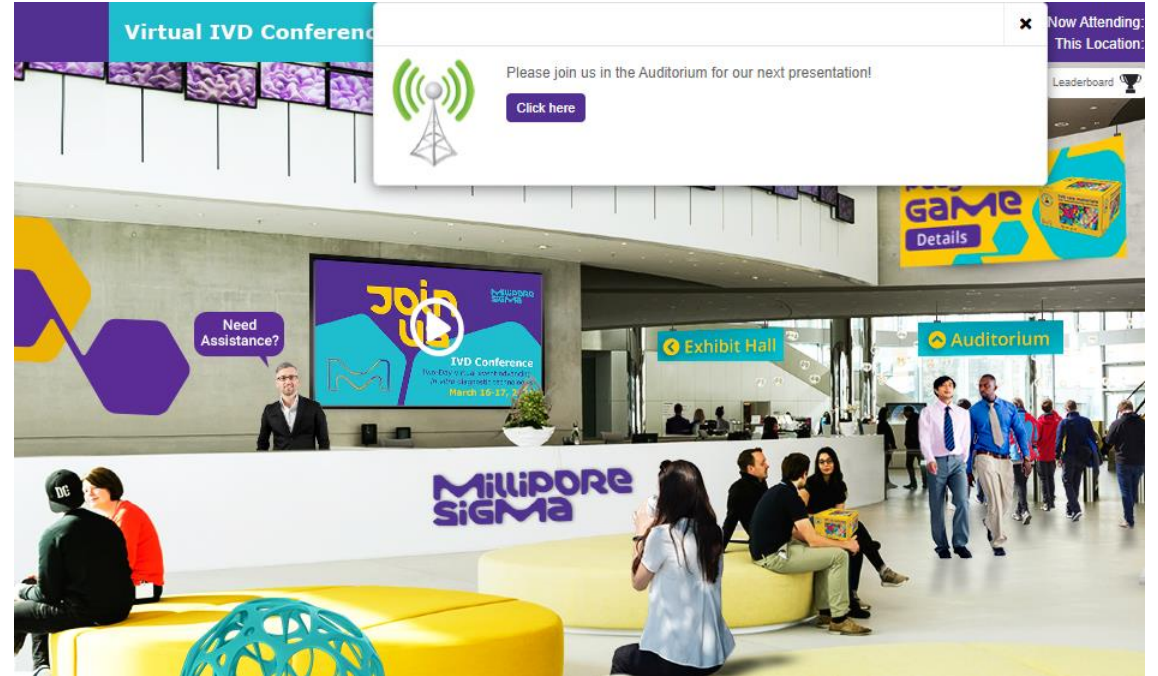
If you wish, you can enter a location in the Virtual Experience that users may access by clicking a button in your broadcast message. Please use the drop-down menus below to select a location.

Auditorium

Main view

Cancel

Schedule Broadcast



In this example, the message is directing attendees to the Auditorium, so "Enable Click Action" was checked, the "Call to Action" is Link Location, and the Location selected is the Auditorium