Announcements provide the ability to send a message to all attendees.

To send an announcement

1. In the Moderator View, Click **Announce**.
2. Enter your message/announcement and click **Announce**.

The announcement will be displayed to all attendees. All event managers will also receive the announcement. Below is an example of an announcement sent by a moderator to all attendees.

Moderator View

```
Welcome! This is the first announcement.
```

Attendee View