Create and manage notifications for your webinar

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This article is designated for all users.

About

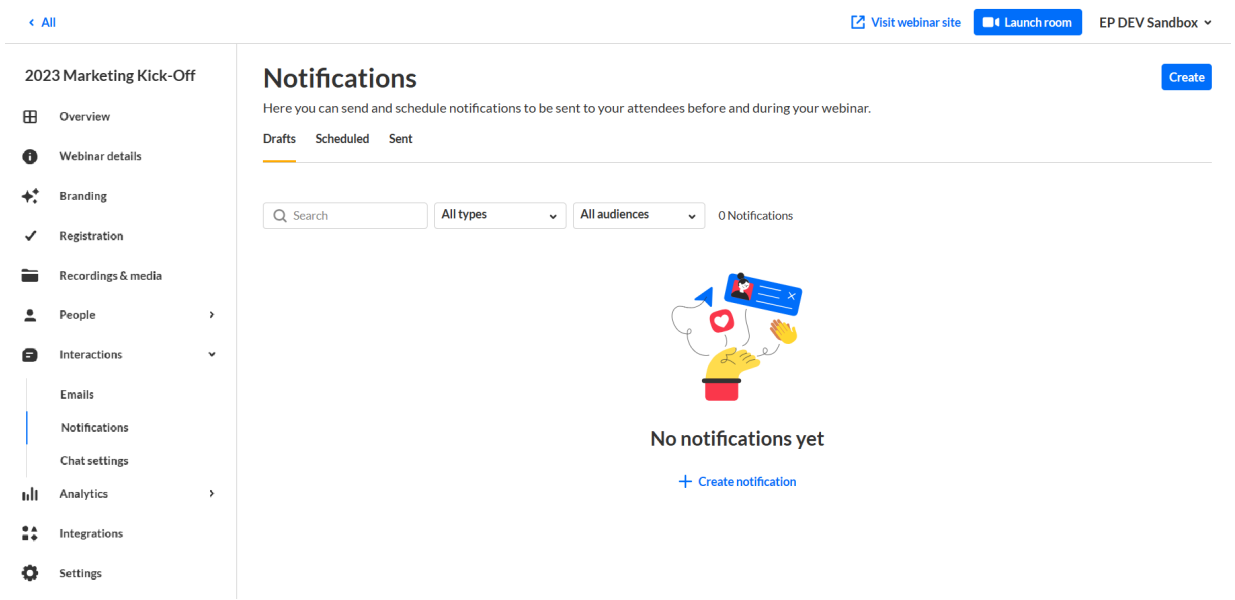
The Notifications page allows you to create and manage notifications for your webinar.

Two types of notifications are available:

- Announcement - Use this notification to send an announcement to your attendees to notify, recommend, or engage with them.
- Crowd Reaction - Use this notification to sprinkle confetti on attendees' screens at special moments to increase engagement and excitement.

Create announcement

1. Navigate to the Notifications page; from the site page, choose Notifications from the Interactions tab pull-down menu.
   The Notifications page displays.

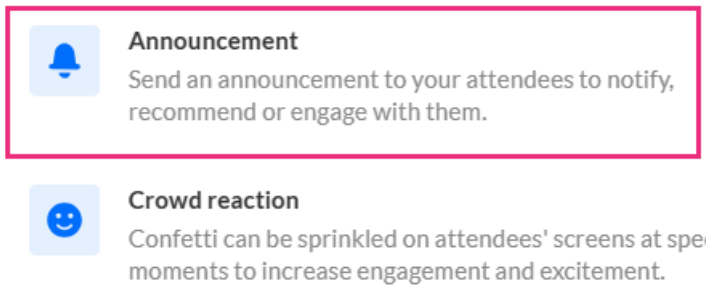


2. Notice the three tabs at the top of the page - Drafts, Scheduled, and Sent. You may create notifications from all of the tabs.
   If there are no notifications in the present tab, click the **Create** button in the upper right corner of the screen, or click **+ Create Notification** in the main body of the page to create a notification. If notifications exist in the present tab, click the

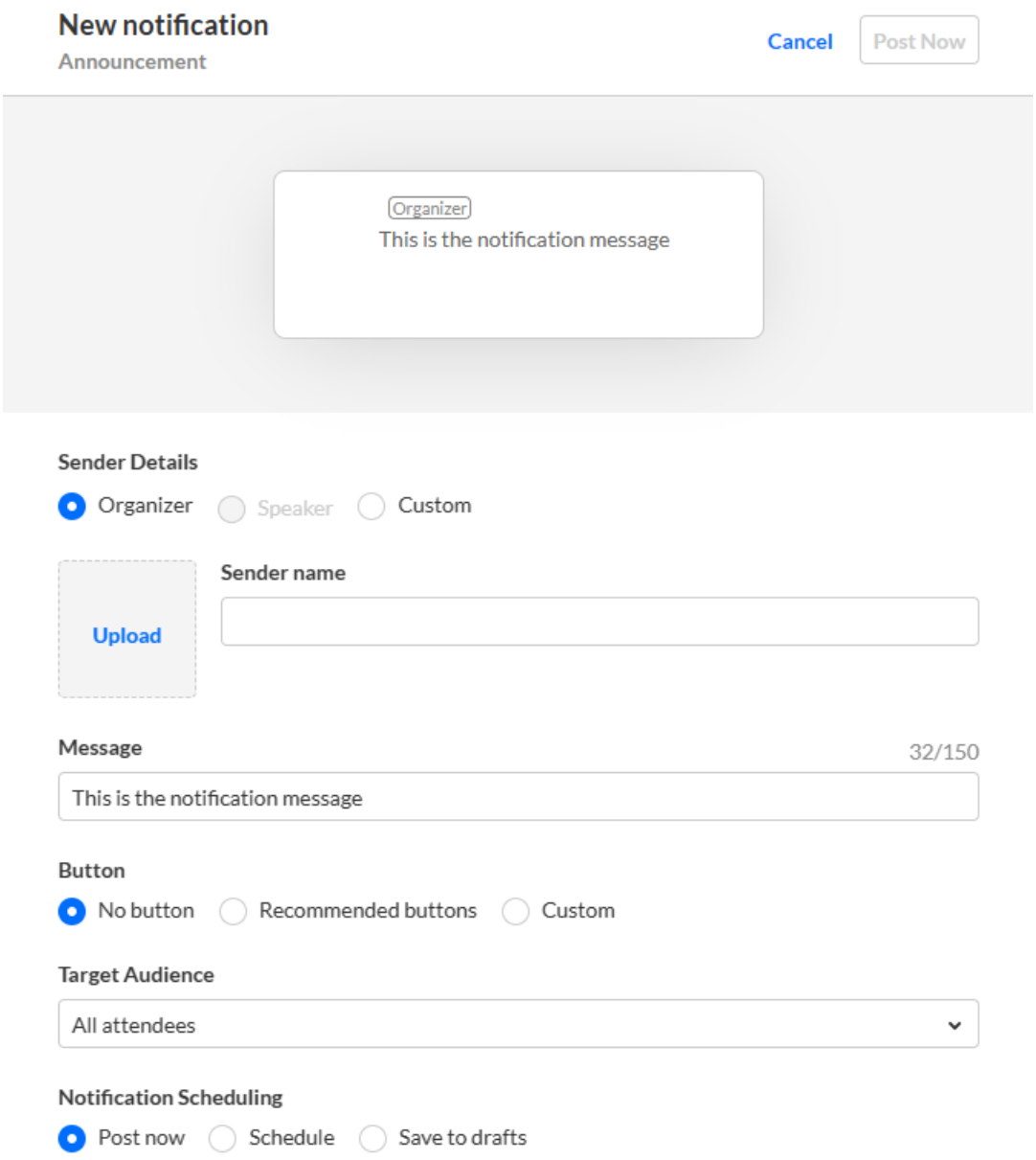
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Create button.

3. Choose **Announcement**. Use this notification to send an announcement to your attendees to notify, recommend, or engage with them.



The New notification - Announcement screen displays.



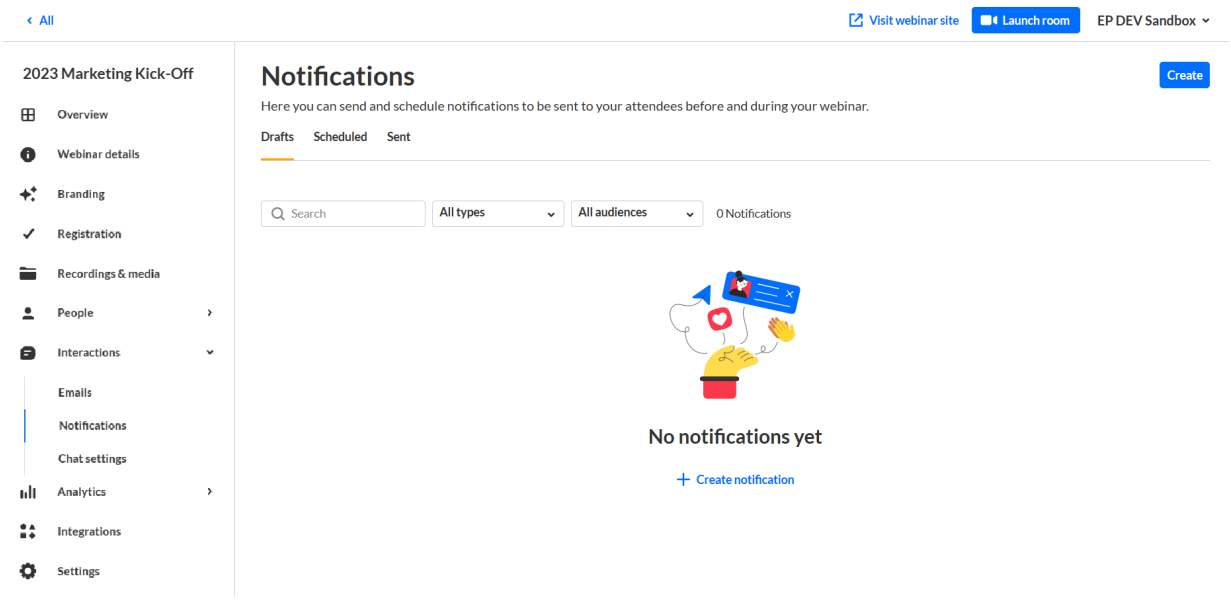
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4. The editable fields in the New notification - Announcement screen are as follows:
    - Sender details - Choose who displays as the notification sender - Organizer, Speaker (if speakers are already set for the webinar), or Custom. If Speakers are already set for the webinar, a pull-down list displays with speaker names from which to choose.
    - Upload - An image of the sender. If you wish to add an image, click **Upload** and choose the desired file. We recommend using an image size of 200x200 px.
    - Sender name - Name of the sender. This field supports rich text.
    - Message - Message that you attendees will see in the notification. This field supports rich text.
    - Button - Choose the type of button, if any, that will be presented to the attendee in the notification - No Button, Recommended Buttons, or Custom.
        - For no button, click **No Button**.
        - To use a recommended button, click **Recommended buttons**, choose from the pull-down list of preset buttons, then type a URL. When the attendee clicks the preset button, the attendee is re-directed to the URL entered. Finally, choose whether the button opens in a new tab.
        - To use a custom button, click **Custom**, type the button label, then type a URL. Finally, choose whether the button opens in a new tab.
    - Target audience - Choose your target audience - All attendees, Moderators, Speakers, or Session viewers. If you chose Session viewers, you must also choose the session from the pull-down list.
    - Notification scheduling - Choose whether to post now, schedule, or save to drafts.
        - To post immediately, select **Post now**, then click the **Post now** button. A message asking you to confirm your action is displayed. Click **Post now** to confirm or click **Cancel** to cancel the action. If you clicked **Post now**, a message that the notification was posted successfully is displayed.
        - To schedule the notification, select **Schedule**, choose a date and time, then click the **Schedule** button. A message that the notification was saved successfully is displayed.
        - To save as a draft, select **Save to drafts**, then click the **Save to drafts** button. A message asking you to confirm your action is displayed. After you save the unscheduled draft, you can schedule and post the notification later. Click **Save to drafts** to confirm or click **Cancel** to cancel the action. If you clicked **Save to drafts**, a message that the draft was successfully saved is displayed.

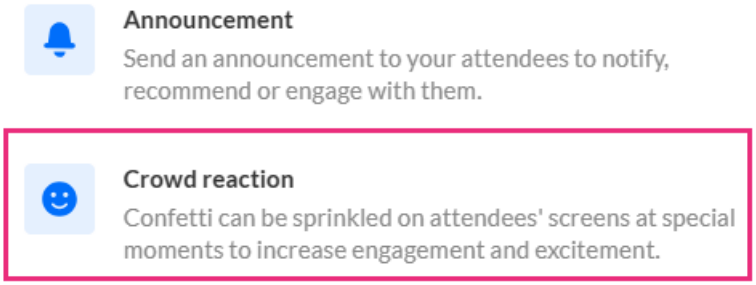
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Create crowd reaction

1. Navigate to the Notifications page; from the site page, choose Notifications from the Interactions tab pull-down menu.
   The Notifications page displays.

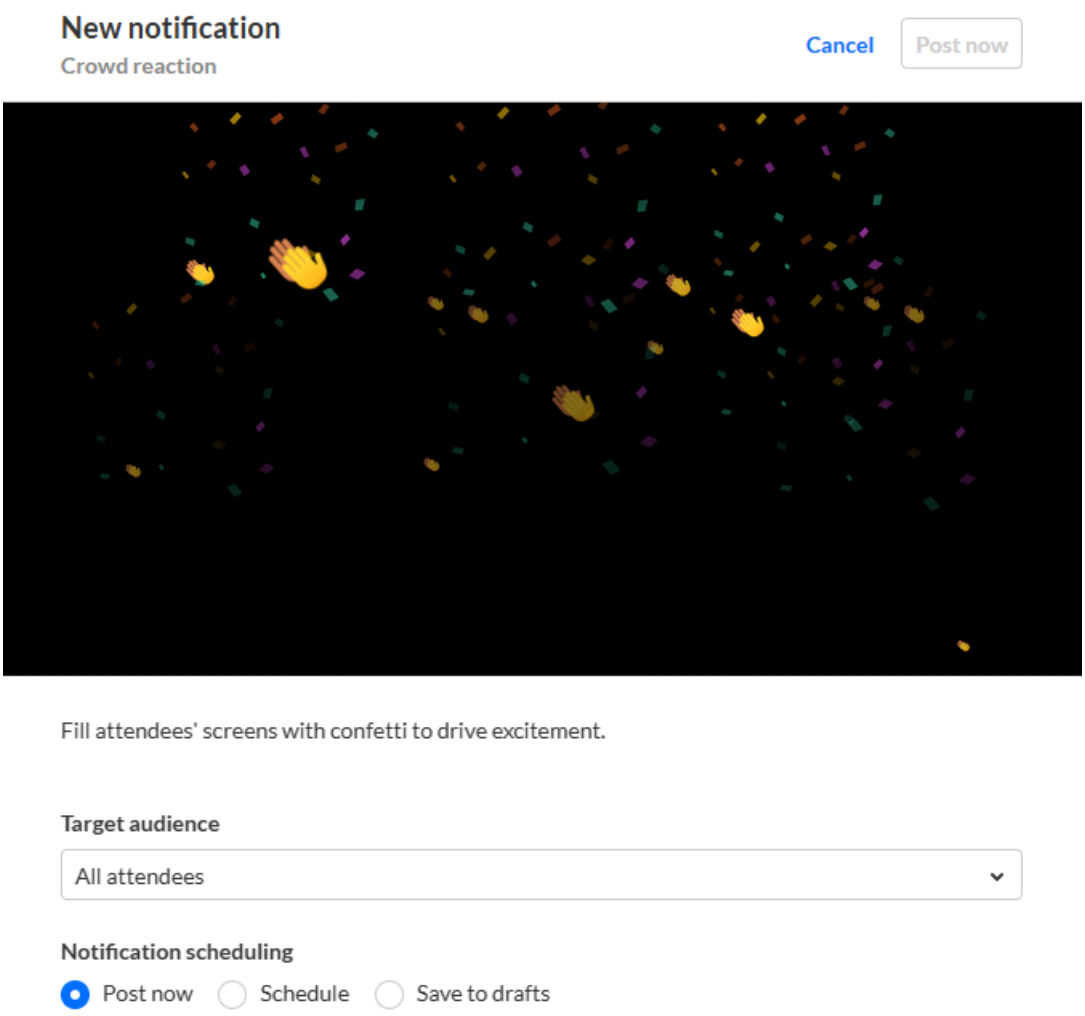


2. Notice the three tabs at the top of the page - Drafts, Scheduled, and Sent. You may create notifications from all of the tabs.
   If there are no notifications in the present tab, click the **Create** button in the upper right corner of the screen, or click **+ Create Notification** in the main body of the page to create a notification. If notifications exist in the present tab, click the **Create** button.
3. Choose **Crowd reaction**. Use this notification to sprinkle confetti on attendees' screens at special moments to increase engagement and excitement.



   The New notification - Crowd reaction screen displays.

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4. The editable fields in the New notification - Crowd reaction screen are as follows:
    - Target Audience - Choose your target audience - All attendees, Moderators, Speakers, or Session viewers. If you chose Session viewers, you must also choose the session from the pull-down list.
    - Notification scheduling - Choose whether to post now, schedule, or save to drafts.
        - To post immediately, select **Post now**, then click the **Post now** button. A message asking you to confirm your action is displayed. Click **Post now** to confirm or click **Cancel** to cancel the action. If you clicked **Post now**, a message that the notification was posted successfully is displayed.
        - To schedule the notification, select **Schedule**, choose a date and time, then click the **Schedule** button. A message that the notification was saved successfully is displayed.
        - To save as a draft, select **Save to drafts,** then click the **Save to drafts** button. A message asking you to confirm your action is displayed.

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After you save the unscheduled draft, you can schedule and post the notification later. Click **Save to drafts** to confirm or click **Cancel** to cancel the action. If you clicked **Save to drafts**, a message that the draft was successfully saved is displayed.

Manage notifications

Draft notifications

You can post, schedule post, edit, duplicate, or delete draft notifications by using the buttons to the right of the Last Updated column.



To post the draft notification:

Click the blue **Post** button to the right of the Last Updated column. A message asking you to confirm your action is displayed. This action displays your notification immediately in the site. Click **Post Now** to confirm or click **Cancel** to cancel the action. If you clicked **Post Now**, a message that the post was successful is displayed.

To schedule the draft notification:

1. Click the down arrow to the right of the Post button, then choose Schedule Post. The Edit Notification - [Announcement] or [Crowd reaction] screen displays, depending on what type of notification you are scheduling.
2. Make appropriate edits, then click **Schedule.** A message that the notification was saved successfully is displayed.

To edit the draft notification:

1. Click the three blue dots to the right of the Post button.
2. Choose Edit. The Edit Notification screen displays.
3. Make appropriate edits, then click **Post now**, **Schedule**, or **Save To Drafts**, depending on how you chose to edit the draft notification.

To duplicate the draft notification:

1. Click the three blue dots to the right of the Post button
2. Choose Duplicate. The New Notification - [Announcement] or [Crowd reaction] screen displays, depending on what type of notification you are duplicating. The screen displays the same information from the duplicated notification.

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3. Make appropriate edits, then click **Post now**, **Schedule**, or **Save To Drafts**, depending on how you chose to edit the duplicated notification.

To delete the draft notification:

1. Click the three blue dots to the right of the Post button.
2. Choose Delete. A message asking you to confirm your action is displayed. This action cannot be reverted.
3. Click **Delete Permanently** to confirm or click **Cancel** to cancel the action. If you clicked **Delete Permanently**, a message that the notification was deleted successfully is displayed.

Scheduled notifications

You can post now, edit, save to drafts, duplicate, or delete draft notifications by using the buttons to the right of the Audience column.

To post the scheduled notification:

1. Click the three blue dots to the right of the Audience column.
2. Choose Post now. A message asking you to confirm your action is displayed. This action displays your notification immediately in the site. Click **Post Now** to confirm or click **Cancel** to cancel the action.
   If you clicked **Post Now**, a message that the post was successful is displayed.

To edit the scheduled notification:

1. Click the three blue dots to the right of the Audience column.
2. Choose Edit. The Edit Notification - [Announcement] or [Crowd reaction] screen displays, depending on what type of notification you are editing.
3. Make appropriate edits, then click **Schedule**. A message that the notification was saved successfully is displayed.

To save the scheduled notification to drafts:

1. Click the three blue dots to the right of the Audience column.
2. Choose Save to drafts. A message asking you to confirm your action is displayed. After you save the unscheduled draft, you can schedule and post the notification later. Click **Save To Drafts** to confirm or click **Cancel** to cancel the action.
   If you clicked **Save To Drafts**, a message that the draft was successfully saved is

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displayed.

To duplicate the scheduled notification:

1. Click the three blue dots to the right of the Audience column.
2. Choose Duplicate. The New Notification - [Announcement] or [Crowd reaction] screen displays, depending on what type of notification you are duplicating. This screen displays the same information from the duplicated notification.
3. Make appropriate edits, then click **Schedule**. A message that the notification was saved successfully is displayed.

To delete the scheduled notification:

1. Click the three blue dots to the right of the Audience column.
2. Choose Delete. A message asking you to confirm your action is displayed. This action cannot be reverted.
3. Click **Delete Permanently** to confirm or click **Cancel** to cancel the action. If you clicked **Delete Permanently**, a message that the notification was deleted successfully is displayed.

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