Create and send announcements in a live session

Last Modified on 09/01/2026 9:27 pm IDT

This article is designated for moderators

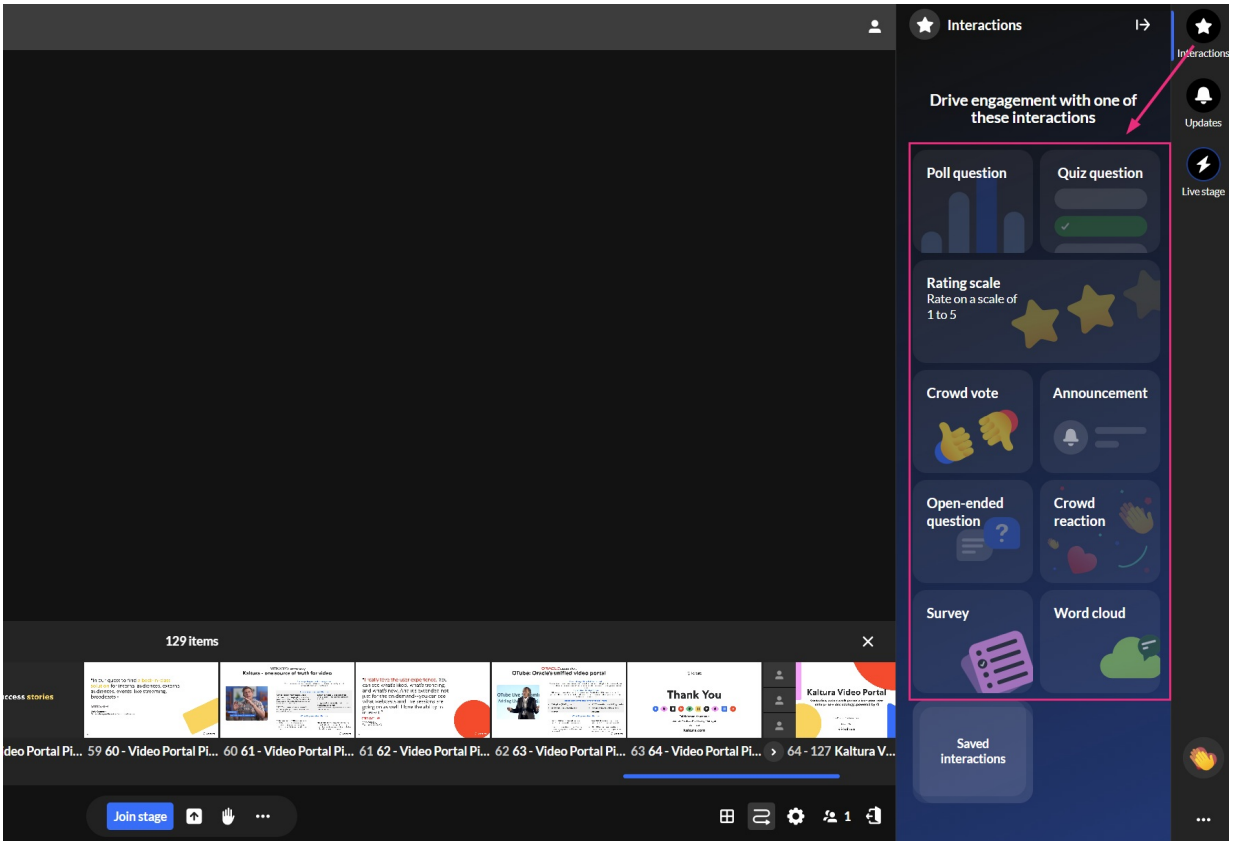
About

Use **announcements** to share important messages, reminders, instructions, or updates with participants during a live session. A sent announcement first displays as a toast notification and remains available in the **Updates** tab.

You can include an optional title and call-to-action button, then save the announcement as a draft or send it immediately.

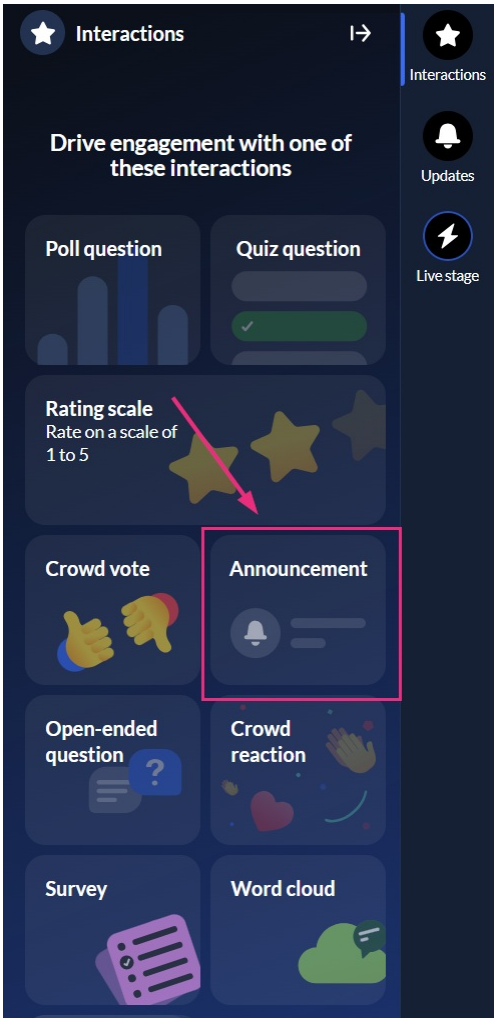
Create and send an announcement

1. On the session page, click the **Interactions** tab in the upper-right corner to open the Interactions panel.

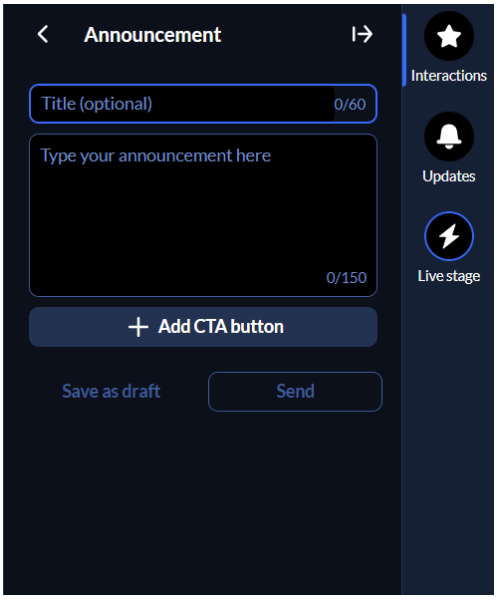


2. Select **Announcement**.

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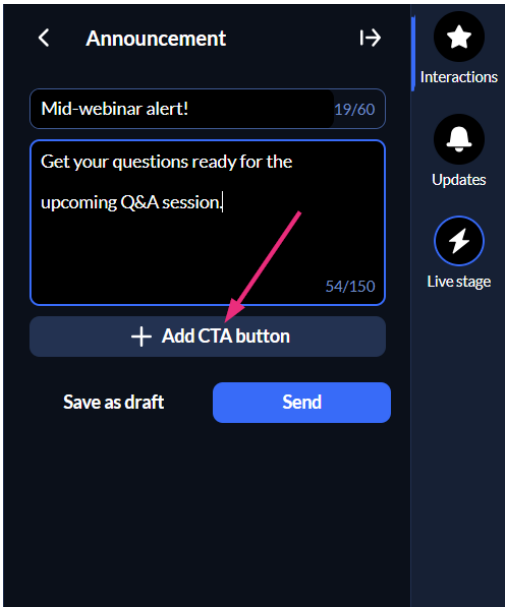
The Announcement window opens.



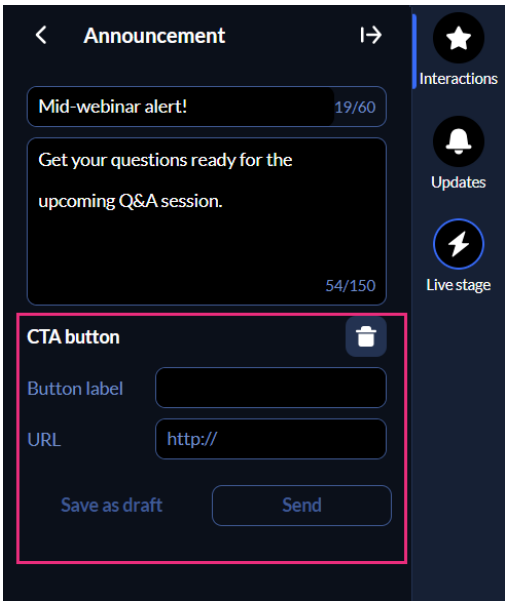
3. (Optional) Enter a title for your announcement (up to 60 characters), such as *Mid-webinar alert.*

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4. Enter the announcement message (up to 150 characters), such as *Get your questions ready for the upcoming Q&A session*.
5. To include a call-to-action button, click **+ Add CTA button.**



Additional fields display.



6. Complete both fields:

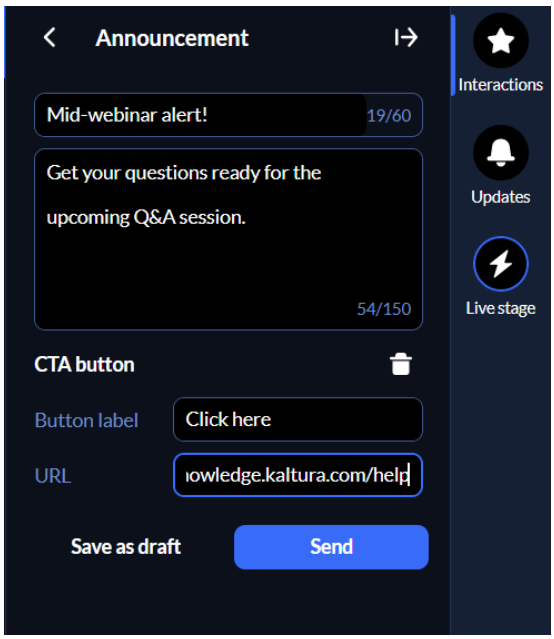
- **Button label** - Enter the text to display on the button.
- **URL** - Enter the page URL that opens when participants click the button.

To remove the CTA button, click the **trash can icon**.

7. Click **Save as draft** or **Send**.

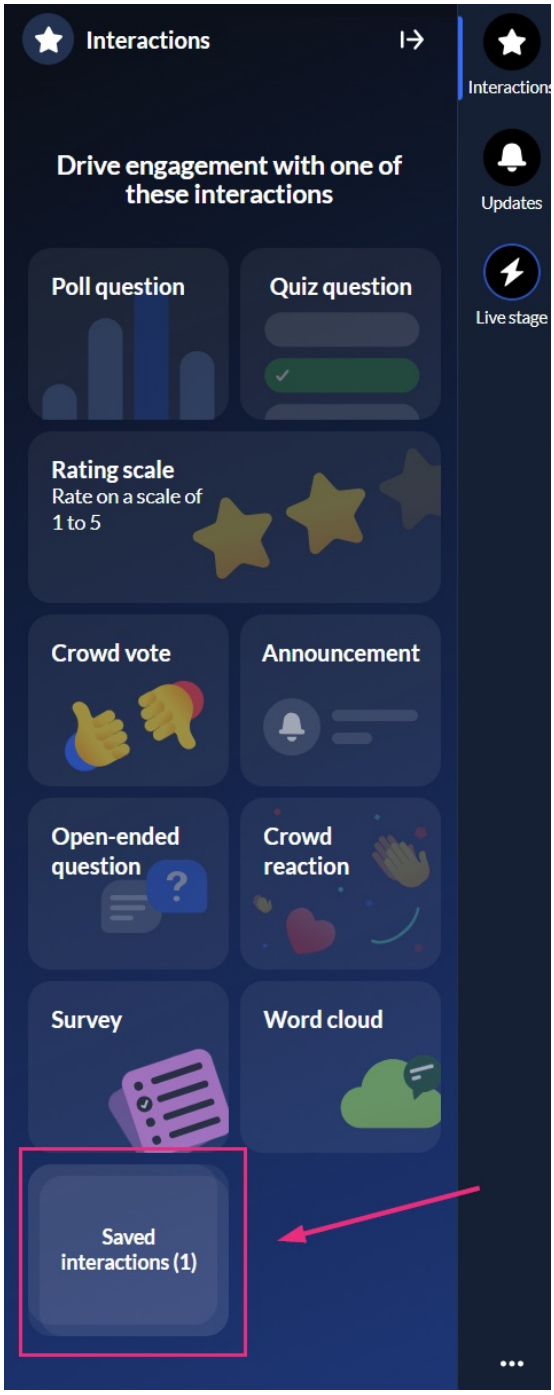
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If you click **Send**, the announcement is published immediately and participants receive a notification.



If you click **Save as draft**, you can access the announcement from the drafts list under **Saved interactions**. Hover over the announcement to edit or send it.

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Remove announcements

Moderators can remove announcements from the **Updates** tab during the session. See Remove announcements.

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