Posting Company Announcements

Post an announcement on the Home page to keep agents and admins up-to-date and involved.

Introduction

Home Page Announcements are an easy way to keep agents and admins in the loop. Located at the top of each of your team members' Home page, announcements allow you to share important news and training updates or add some fun to the workday.

New announcements are displayed when agents or admins log in or visit the Home page. Once an announcement is read, it can be hidden so it's not in the way, and it will reappear when a new announcement is made.

Post Company Announcement

Post a Home Page Announcement to share important news or information with agents and admins.

Who Can Do This: Master admins.

To post an announcement:

Go to Admin / Settings

- Click your name in the upper right corner, then [Admin / Settings].

Scroll to the Home Page Announcement Section

- Scroll down the Company Settings page until you reach the *Home Page Announcement* section.

Make an Announcement

- Type your *Announcement* message.

- Use the formatting options to add bold and italic text, horizontal lines, links, lists, and emojis.
  Keep your announcement short. A maximum of four lines will be displayed on the Home page.

Save Announcement

- Click [Save Settings] to post the announcement.

Remove Company Announcement

Remove an announcement when you no longer want it displayed on the Home page.

Who Can Do This: Master admins.

To remove an announcement:

Go to Admin / Settings

- Click your name in the upper right corner, then [Admin / Settings].

Scroll to the Home Page Announcement Section

- Scroll down the Company Settings page until you reach the *Home Page Announcement* section.

Remove Announcement or Post a New One

- Either remove the existing *Announcement* text, or post a new one.

Save Announcement

- Click [Save Settings] to save the changes.

View Company Announcement

View your company announcement to stay updated on important news or information your admin wants you to know.

Who Can Do This: Anyone.

To view your company's announcement:

Go to the Home Page

- Click [Home] from the top menu.

View Your Company Announcement

- View the *Announcement From Your Admin* at the top of the page. An announcement will only be displayed if your admin has posted one.

Hide It Now, It Comes Back Later

You have control over what you see:

- **Hide it**: Click *Hide Announcement* in the lower right corner.

- **Show it again**: Click *Show Announcement* to bring it back.

- **Stay updated**: New announcements will appear automatically when posted even if you've hidden older ones.

Pipeline Pro: Creative Ways to Use Announcements ⊠

This week, we'll cover several creative options for informing, directing, and educating your team via Pipeline's *Home Page Announcement*. Be sure to bring any creative ways you use *Announcements* to share with the group!

🕐 11:17