

# Home Page Announcement

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.

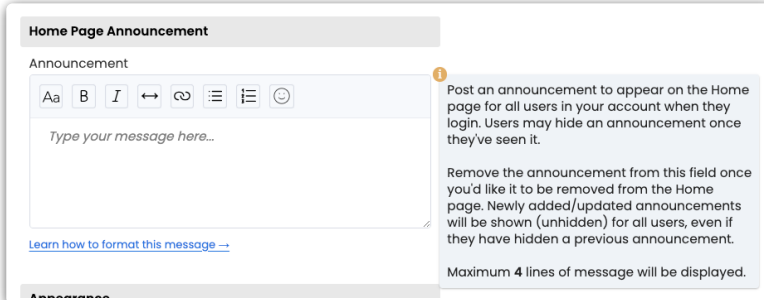
## Post a Home Page Announcement

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

**Who Can Do This?** Master admins can post announcements.

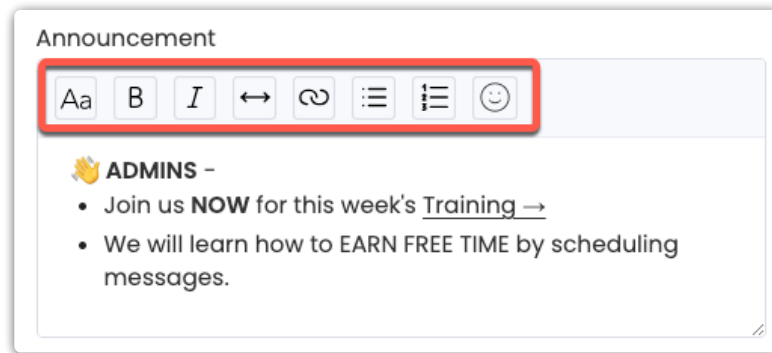
To post an announcement:

- 1
- 2 Scroll down to the *Home Page Announcement* section.
- 3 Make an announcement:
  - Type your announcement message.



The screenshot shows a form titled "Home Page Announcement". It features a text input field with a placeholder "Type your message here...". Above the field is a rich text editor toolbar with icons for text color (Aa), bold (B), italic (I), horizontal line, link, unlink, list, and emoji. Below the field is a link that says "Learn how to format this message →". To the right of the form is a help box with an orange information icon, containing the following text: "Post an announcement to appear on the Home page for all users in your account when they login. Users may hide an announcement once they've seen it. Remove the announcement from this field once you'd like it to be removed from the Home page. Newly added/updated announcements will be shown (unhidden) for all users, even if they have hidden a previous announcement. Maximum 4 lines of message will be displayed."

- 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.

- 4 Click [Save Settings] to post the announcement.

## Remove a Home Page Announcement

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

**Who Can Do This?** Master admins can remove announcements.

To remove an announcement:

- 1
- 2 Scroll down to the *Home Page Announcement* section.
- 3 Either remove the existing *Announcement* text or post a new one.
- 4 Click [Save Settings] to save the changes.

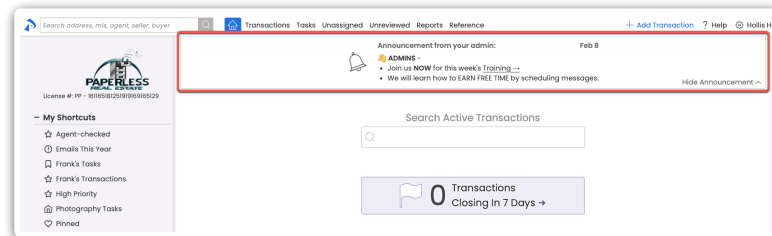
## View Your Company Home Page Announcement

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

**Who Can Do This?** Anyone can view announcements.

To view your company announcement:

- 1
- 2 **View the *Announcement From Your Admin*.** An announcement will only be displayed if your admin has posted one.



Once you've read an announcement, you can:

- **Hide it** by clicking *Hide Announcement* in the lower right corner.
- **Show it again** by clicking *Show Announcement*.

- 3 **New announcements will automatically appear** whenever an admin updates or posts a new one (even if you have hidden a previous announcement).

## 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! (February 15, 2023)

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