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.
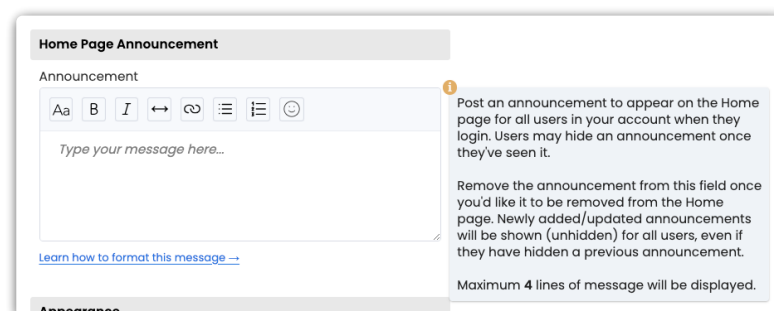
Post a Home Page Announcement

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

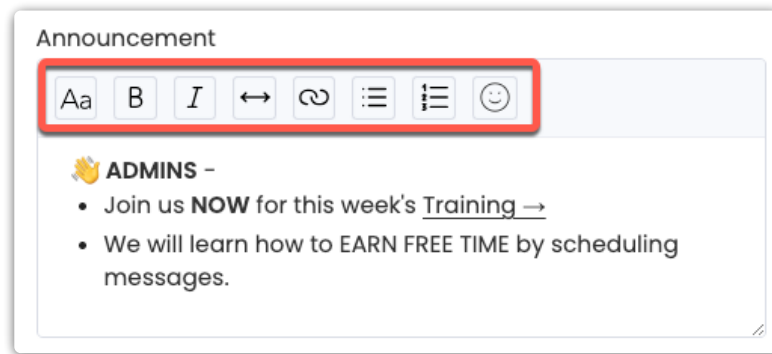**Who Can Do This?** Master admins can post announcements.

To post an announcement:

1 **Go to Company Settings** by clicking your name in the upper-right, then [Admin / Settings].

2 **Scroll down to the** *Home Page Announcement* **section.**

3 **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.

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 **Go to Company Settings** by clicking your name in the upper-right, then [Admin / Settings].

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.

To view your company announcement:

1. **Go to the Home Page**
   - Click [Home] from the top menu.

2. **View the** *Announcement From Your Admin.* An announcement will only be displayed if your admin has posted one.
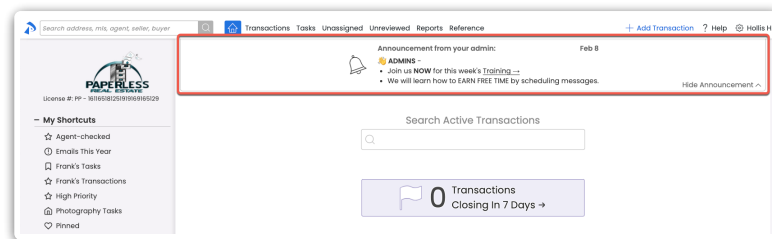
Once you've read an announcement, you can:
- **Hide it** by clicking *Hide Announcement* in the lower right corner.
- **Show it again** by clicking *Show Announcement.*

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*)

🕐 11:17