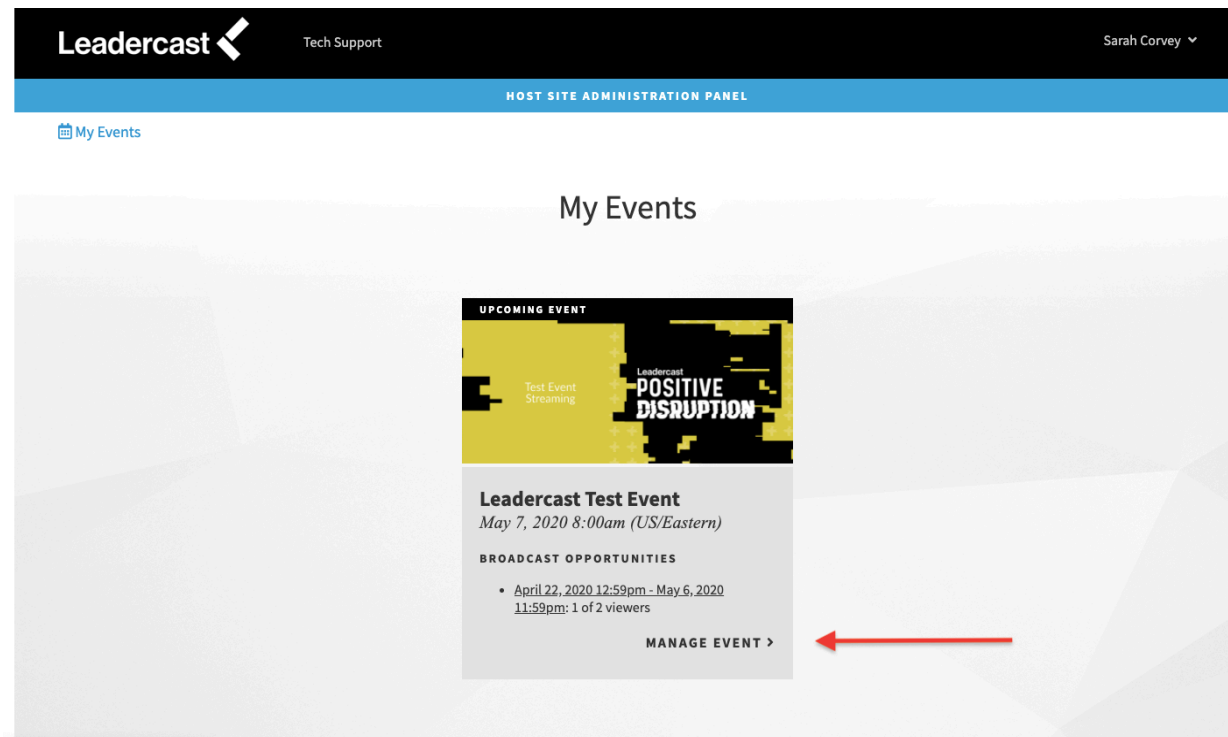


Your Leadercast.TV Host Site Guide



Login using credentials emailed to you



Click "Manage Event"

You are then directed to this page. Please see the below key descriptions:

UPCOMING EVENT

Leadercast Test Event

May 7, 2020 8:00am (US/Eastern)

(venue)
Online

(description)

Broadcast Opportunities

The screenshot shows the 'Broadcast Opportunities' interface. At the top, it displays the event title 'Leadercast Test Event' and the date 'May 7, 2020 8:00am (US/Eastern)'. Below this, there are sections for 'Update Custom Email Message', 'Add New Viewer', and 'Upload Viewer List'. The 'Add New Viewer' section includes a text input for 'Email Address', a 'Send Email Now' checkbox, and an 'Add Viewer' button. The 'Upload Viewer List' section includes a 'Choose File' button and an 'Upload List' button. Below these sections is a table with columns for 'WATCH CODE', 'VIEWER EMAIL', 'REASSIGN', and 'REMOVE'. The table contains one row with the watch code 'fs18ra5a', a redacted viewer email, a broadcast window of 'April 22, 2020 12:59 PM - May 6, 2020 11:59 PM', and a 'Remove' button. A status bar at the bottom indicates '1 of 2 Viewers Assigned'. Red arrows with numbers 1 through 7 point to various elements: 1 points to the 'Broadcast Opportunities' header, 2 points to the 'Update Custom Email Message' link, 3 points to the 'Add Viewer' button, 4 points to the 'Upload List' button, 5 points to the 'WATCH CODE' column, 6 points to the 'REASSIGN' column, and 7 points to the 'REMOVE' button.

1. **Broadcast Opportunities** – This is the main page for your Leadercast.tv account
2. **Update Custom Email Message** – You can customize your outgoing email message to your virtual attendees
 - a. Here you can add a brief message about their code. *It is not intended for detailed instructions.*
3. **Add New Viewer** – Here you can add a single user email address for an attendee*
 - a. If the box is checked next to “Send Email Now”, the notification email is sent once the viewer is added
4. **Upload Viewer List** – This is where you will upload your excel/CSV spreadsheet of multiple email addresses
 - a. The email addresses need to be in the first column; no other information is needed
5. **Watch Code** – This is your watch code and when clicked, will take you to the event page
6. **Broadcast Window** – Here is the timeframe in which you have access to the content
7. **Remove** – You can remove users at your discretion

*Please note the watch codes are email and IP specific. Once clicked, that code is activated and will not work on any other device.