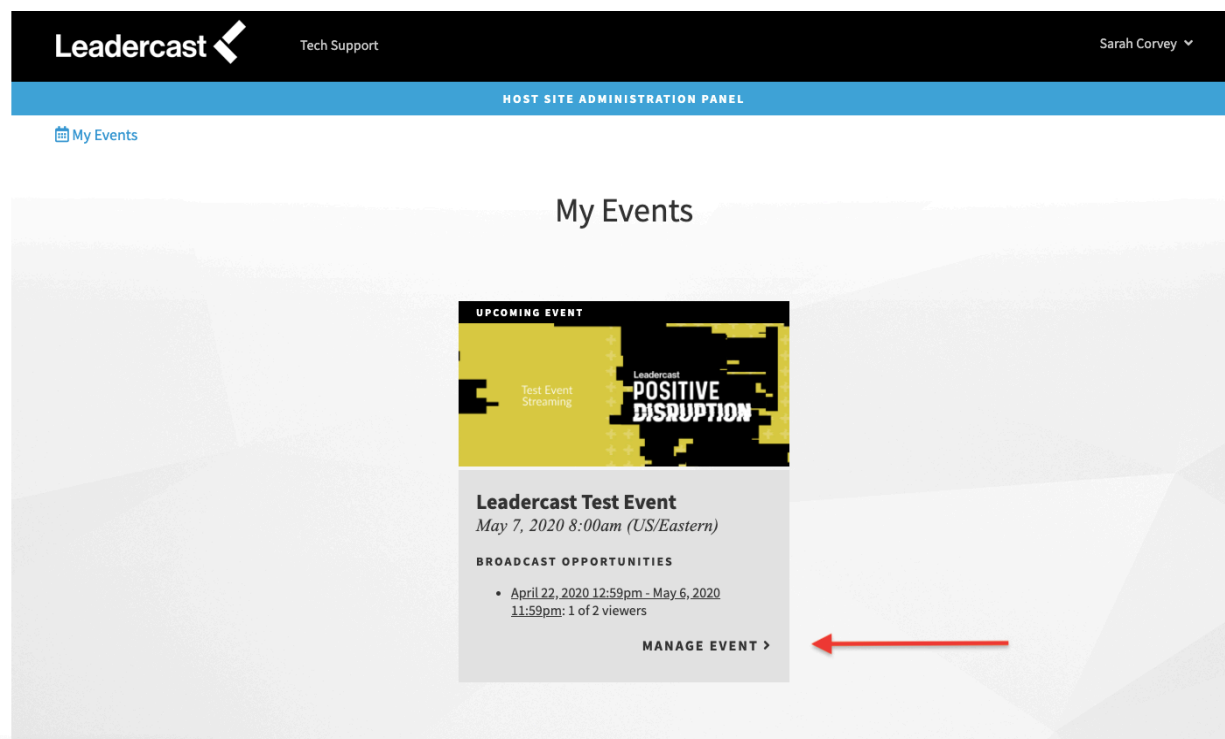


Your Leadercast.TV Host Site Guide



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 for an event from April 22, 2020 12:59pm to May 6, 2020 11:59pm. It features several interactive elements: an 'Update Custom Email Message' link (2), 'Add New Viewer' and 'Upload Viewer List' buttons (3, 4), a table with columns for 'WATCH CODE', 'VIEWER EMAIL', 'REASSIGN', and 'REMOVE' (5, 6, 7), and a '1 of 2 Viewers Assigned' status.

1. **Broadcast Opportunities** – This 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 with any other email address.