Force Broadcast
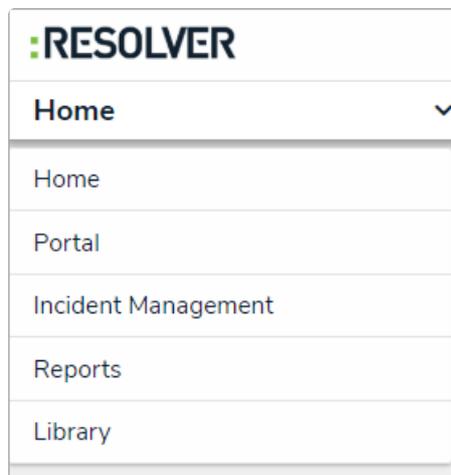
Last Modified on 04/04/2022 1:07 pm EDT

Announcements do not appear in the Portal until their **Start Date Time** matches the current date and time, but you can force an announcement to appear in advance.
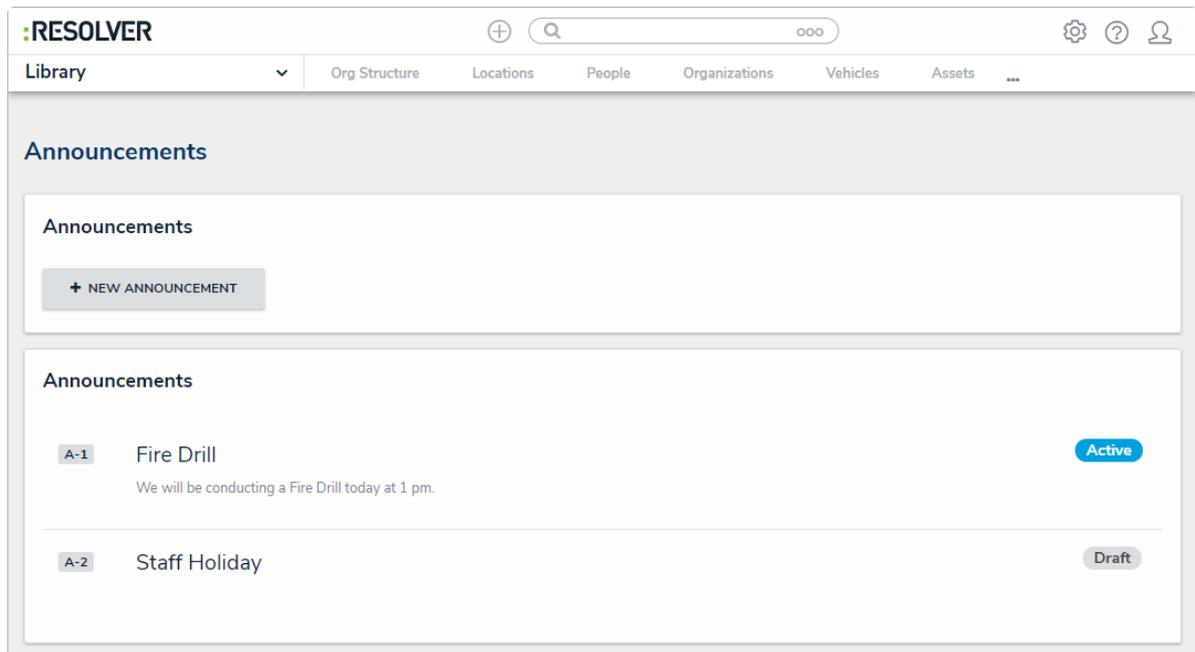
To display an announcement before its Start Date Time:

1. Log into a user account that's been added to the **Administrator (Incident Management)** user group.

2. Click the dropdown in the nav bar > **Library.**

The Library application in the nav bar.

3. Click the **Announcements** activity.

The Announcements activity in the Library application.

4. Click the announcement you want to broadcast.
5. Click **Force Broadcast** to display the announcement in the **Portal**.

The Force Broadcast button on the Announcement Review form.