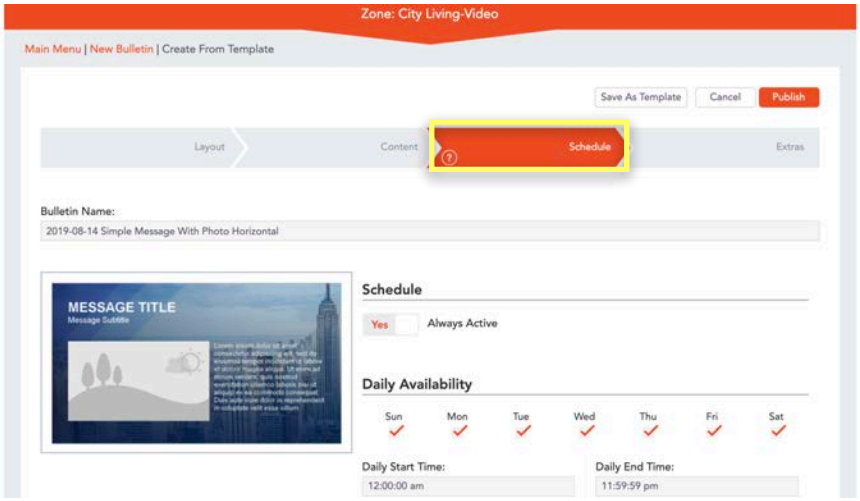
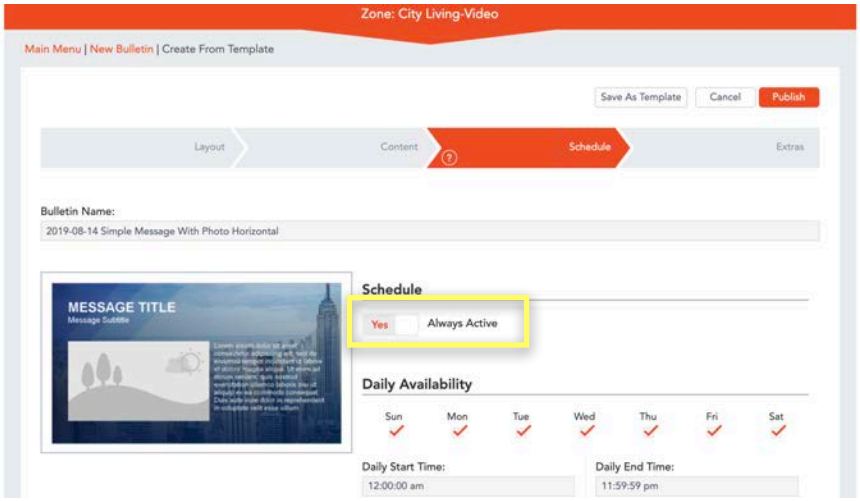
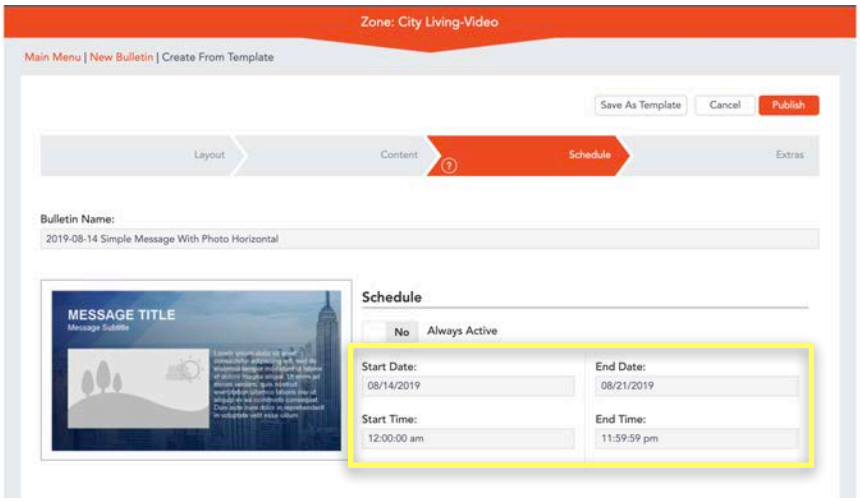
Scheduling Bulletins



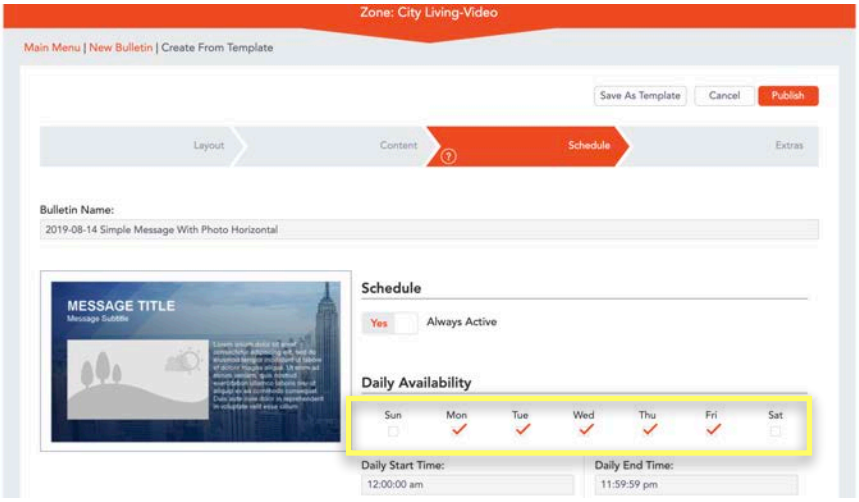
When creating or editing bulletins, you have the ability to schedule when they will be visible. In the bulletin editor, select the schedule tab, and you will be given all of the options for scheduling the bulletin. If you do not change anything on this screen, this bulletin will play with the other active bulletins on your zone indefinitely. Let's explore the scheduling options available.



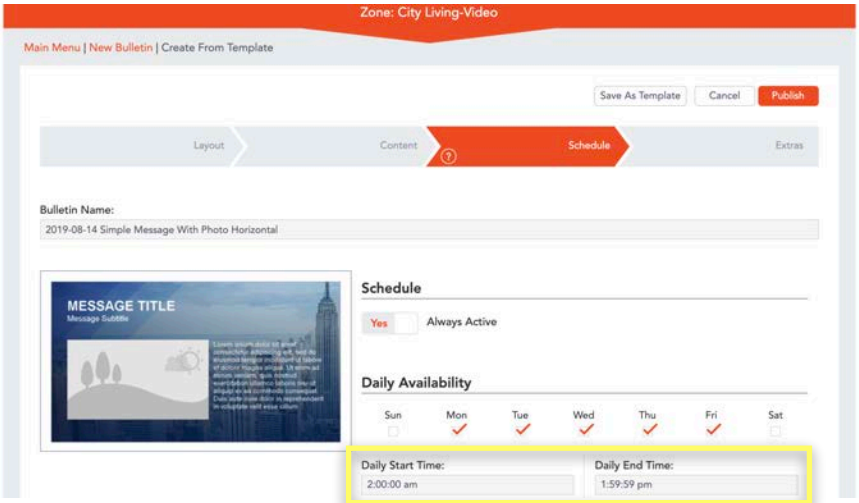
First, is the option to make the bulletin always active. Leaving this as "yes" means that it will keep playing indefinitely in the zone, along with the other active bulletins.



If you change this to no, it will give you options to schedule when you want it visible. If it is a bulletin that should be shown sometime in the future, you will change the start date and time to when it should start. Until you reach this date and time, this bulletin will not be shown on your display. If you want it to end at some point in the future, you can change the end date and time. After this date and time, this bulletin will no longer be shown on your display. Using this feature allows you to set these dates and time all at once, so you don't have to remember to come back to Carousel later and take down old bulletins.



You also have the option to change which days this bulletin will be shown. If you only want it to play Monday through Friday, you can uncheck the Saturday and Sunday boxes. Now this bulletin will be removed from the rotation on the weekend, and only be visible on Monday through Friday.



Finally, you can select a start and end time each day, if you only want this bulletin to be visible for portions of the day. When it is outside of these times, the bulletin will be taken out of rotation and not visible to your audience.

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