Self-Serve Broadcast Audio

ReadyTalk's Self-Serve Broadcast Audio (SSBA) feature allows your meeting participants to listen to one-way streaming audio over their computer speakers during your live event. This feature also allows you, as the host of the meeting, to communicate with your presenters in a private conference room prior to the meeting start time as well as after the conference has concluded.

Note: This feature is currently only available for customers on a Webinar 150, 500, or 3,000 subscription.

Scheduling an SSBA Meeting

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
2. Click the [+ Schedule a Meeting] button.
3. Fill out the **Meeting Details** and be sure to select an **Audio Type** of **On-Demand**.
4. Below **On-Demand**, check the box next to **Include Streaming Broadcast Audio**.
5. If you would like to include dial-in numbers on your invitation emails, check the boxes next to the optional dial-in numbers and/or click the **Add International Numbers** option.
6. Once complete, click the [Save and Next] button.
7. On the **Next Steps** page, you can customize additional settings for your meeting and send out invitations to participants as well as unique invitations for presenters/speakers of your meeting (Invitations sent to speakers include a speaker telephone number, a Speaker ID Code, and a web login link).

Starting an SSBA Meeting

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
2. Once logged into your **Conference Center**, select a meeting and click the [Open Meeting Controls] button.
3. Once the web meeting controls are open, you can dial the **Speaker Telephone Number** listed in the **Audio Controls** panel and then enter the **Speaker ID Code** when prompted.
4. As each speaker dials into the audio conference, they will be placed into a pre-conference room and can openly communicate with one another without participants hearing.
5. Once you are ready to begin the meeting, click on the ▶**Start Meeting** button near the top of your web control window and then press **#2** on your telephone to move all speakers into the live audio conference room (Alternatively, each speaker can press **#1** on their telephone to move themselves into the live conference room). At that time, all speakers will be heard by the meeting participants and you can begin sharing your visual content.

Audio Controls

Speaker Dial-in 555.555.5555
Speaker Code 123456

1 Move Yourself to/from Broadcast
2 Move Speakers to/from Broadcast

Notes:

- The first speaker to dial into the pre-conference room may have to wait up to 30 seconds for the pre-conference room to become available.
- All presenters/speakers will need to dial the same **Speaker Telephone Number** and enter the same **Speaker ID Code**.
- Muting the **Chairperson** audio line from the web control window will only mute your line for participants listening over their phone. If you must mute your line, do so using the mute function on your personal phone or move back into the private speaker room by pressing **#1**.
- Your meeting participants will hear hold music until you move into the live audio conference room. Moving back into the private speaker room will <u>not</u> re-enable the hold music.