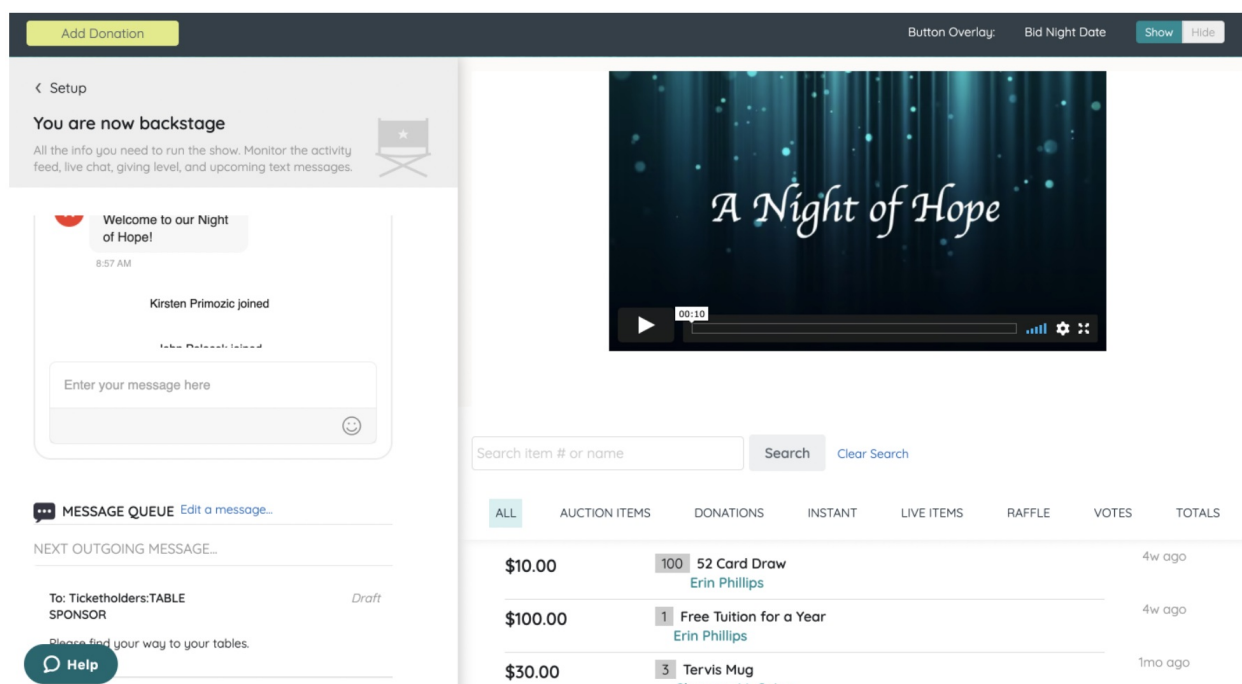


Managing your Presentation from Backstage

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From Backstage, monitor the fundraising activity, manage call to action overlay buttons, participate in the live chat, see upcoming text messages from the queue, and enter monetary donations all while watching your live feed or video.



The screenshot displays the Backstage interface. At the top, there is a navigation bar with an "Add Donation" button and a "Button Overlay: Bid Night Date" dropdown menu with "Show" and "Hide" options. The main content area is split into two columns. The left column contains a "Setup" section with the heading "You are now backstage" and a sub-heading "All the info you need to run the show. Monitor the activity feed, live chat, giving level, and upcoming text messages." Below this is a chat window with a "Welcome to our Night of Hope!" message at 8:57 AM, a notification "Kirsten Primozic joined", and a text input field "Enter your message here". Below the chat is a "MESSAGE QUEUE" section with "Edit a message..." and "NEXT OUTGOING MESSAGE..." fields. The right column features a video player titled "A Night of Hope" with a play button and a progress bar. Below the video player is a search bar and a table of donation activity.

ALL	AUCTION ITEMS	DONATIONS	INSTANT	LIVE ITEMS	RAFFLE	VOTES	TOTALS
		\$10.00	100	52 Card Draw Erin Phillips			4w ago
		\$100.00	1	Free Tuition for a Year Erin Phillips			4w ago
		\$30.00	3	Tervis Mug Shannon McGuire			1mo ago

Button Overlays

- Show or hide the call to action buttons. When shown, they overlay atop your video or live feed.
- When multiple buttons are set up, select from the dropdown of buttons to show during the course of your presentation.

Add Donations

- Enter in one-time or monthly monetary donations for supporters.
- Donations entered appear in the donation activity feed.

Live Chat

- View recent chats.
- Send messages to supporters.
- Click the quick link to **Messages > Chat** to delete a message or review the entire history of chats.

Message Queue

- Scroll to review all scheduled and drafted messages.
- Messages are listing in order of most recent scheduled to drafted.
- The next outgoing message is highlighted at the top of the queue.
- Click the quick link to **Messages > Text > Draft** to edit a message or schedule/send a draft message.

Activity Feed

- View fundraising activity either by source or all.
 - Feed shows the 20 most recent fundraising activities and indicates the amount, item number, name, purchaser/donor/bidder, and time of the activity in how many seconds, minutes, hours ago the activity was made.
 - Use the Search field to search for item activity by Item # or Item Name. The most recent activity up to 20 individual line items will be displayed.
 - From Totals, view the revenue totals by source or all.
 - The activity feed auto-refreshes with a 20 second delay.
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