With your web browser, go to: https://uconn.carouselsignage.net/Carousel/login
Once you have logged in you will be presented with the bulletins and the zone you wish to publish to. There are two zones you publish to:

- Video
- News and Info

When you post content, you are posting to “bulletins” which are in different “zones.”
In our example, we click the drop down Zone: Storrs-Brownwell-Lobby-Video and Storrs-Engineering-C2E2-News and Info.

Each television monitor has two zones that we will always post to:

- **News and Info** – content on the left side of the monitor
- **Video** – content on the right side of the monitor
You will be presented with a list of the type of bulletins you wish to display. The color schema for the text and background is preset, and cannot be changed.

To begin, click on “New Bulletin”.

We scroll down and chose the “Message Bulletin” which will allow us to post a title, sub-title, and text content.
1. In our example, we put in the title: **Center for Clean Energy Engineering**
   This will be displayed at the top of the Zone box container.

2. In the sub-title, we put in the title: **Where is Waldo? C2E2 Can't Find Him!**
   This will be displayed below the title in a red color to differentiate between the title and the rest of the content.

3. In the body section, we posted the following content:

   _Where’s Wally? is a British series of children’s puzzle books created by English illustrator Martin Handford. The books consist of a series of detailed double-page spread illustrations depicting dozens or more people doing a variety of amusing things at a given location._

Now that we have posted, the content, we need tell the software for long do we wish to have the content posted for. Click on “Schedule” and it will give you two options to have the content scheduled.

You can post content indefinitely, “Yes, Always Active” or have a start and stop date, “No, Always Active” and select the dates which you want the content to be displayed.
By default, the “Always Active” is set to “Yes” but this can be changed. In our example, we want to set this to not always active. In other words, we want this to appear and be removed on certain dates.

Click “No” and select the start date and end date.
Click “No” and the Start and End date boxes will appear.

<table>
<thead>
<tr>
<th>Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong></td>
<td><strong>End Date:</strong></td>
</tr>
<tr>
<td>01/05/2022</td>
<td>01/05/2022</td>
</tr>
<tr>
<td><strong>Start Time:</strong></td>
<td><strong>End Time:</strong></td>
</tr>
<tr>
<td>12:00:00 am</td>
<td>11:59:59 pm</td>
</tr>
</tbody>
</table>

This schedule uses the zone’s time in the following time zone: (UTC-05:00) Eastern Time (US & Canada) - Eastern Standard Time.

**Daily Availability**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Daily Start Time:**

12:00:00 am

**Daily End Time:**

11:59:59 pm
- We click on the “Start Date” and we select the date in which we want the content to begin to be displayed.
- We click on the “End Date” and we select the date in which we want the content to cease to be displayed in the future.

You can have content to be displayed for 1 day, 3 days, 6 days or for a whole month. Once you are done, you click the “Publish” button.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Always On</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong></td>
<td>01/11/2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Start Time:</strong></td>
<td>12:00:00 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>End Date:</strong></td>
<td>01/26/2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>End Time:</strong></td>
<td>11:59:59 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This schedule uses the zone’s time in the following time zone: (UTC-05:00) Eastern Time (US & Canada) - Eastern Standard Time.
When you click “Publish” you will be shown all the bulletins that are being displayed in the “Zone.” In our example, we selected a future date in which the content will be displayed. That will be shown in the “Upcoming” tab.

Click on the “Upcoming” tab, and you will be shown all of your upcoming content.
Once you have clicked on the “Upcoming” tab, you will see the content that will be displayed in the future.

Upcoming content that will be displayed in the future denoted by Yellow icon.
To post to the “Video” zone, simply click on the “Zone” drop down, in our example, we are publishing to the C2E2 monitor, the right side, “Video,” click on thee “Storrs-Engineering-C2E2-Video”

Select the zone, or television monitor you wish to display content to.

Select the specific zone in the monitor you wish to display content to.

You will be given a listing of the display content templates. For the sake of discussion, we will choose the “Company News” template.
You will be given several fields to fill out, similar to the “News and Info” content block.

The fields are:

- Bulletin Title
- Message Title
- Event Description
- Event Icon
Fill out the sections, click “Schedule” and make sure “Always Active” is selected as “Yes”

This schedule uses the zone's time in the following:
- Eastern Standard Time.

Daily Availability

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Now that you have your content ready, click on the “Publish” button and your content will be ready to be displayed.

Once you have published your content, it will show you all the content in the current zone for your monitor display.

All active content in the TV monitor zone.