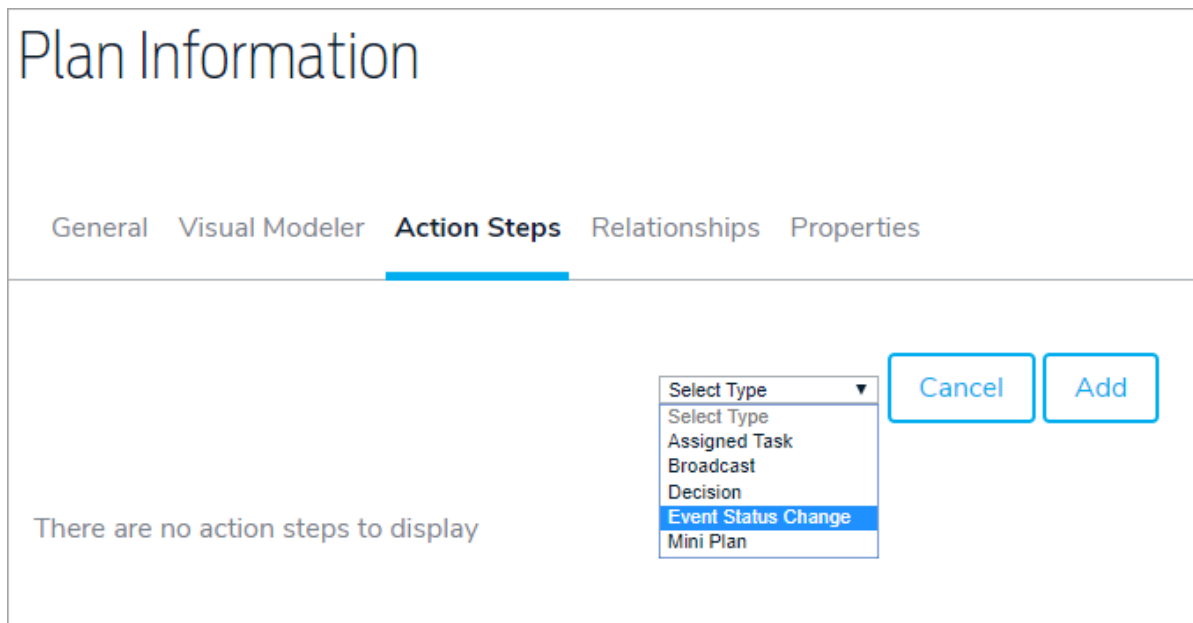## Add a Broadcast Message Action Step

1. To add a broadcast message action step, click the Plans icon in the navigation bar, then click to open the plan you wish to edit.

2. Click the Action Steps tab.

3. Click Add.

4. Select Broadcast in the Select Type dropdown menu.

5. Enter the title and any descriptions.

6. Enter a number in the Due (After Event Activation) field, then select a period of time from the dropdown menu.

7. Click Add & Continue.

8. Click the Messages tab to compose a message. See the Send a Message section for more information on composing messages. See the Broadcast Message Substitutions article for information on the SYSTEM, PROMPT, and FORM substitutions.