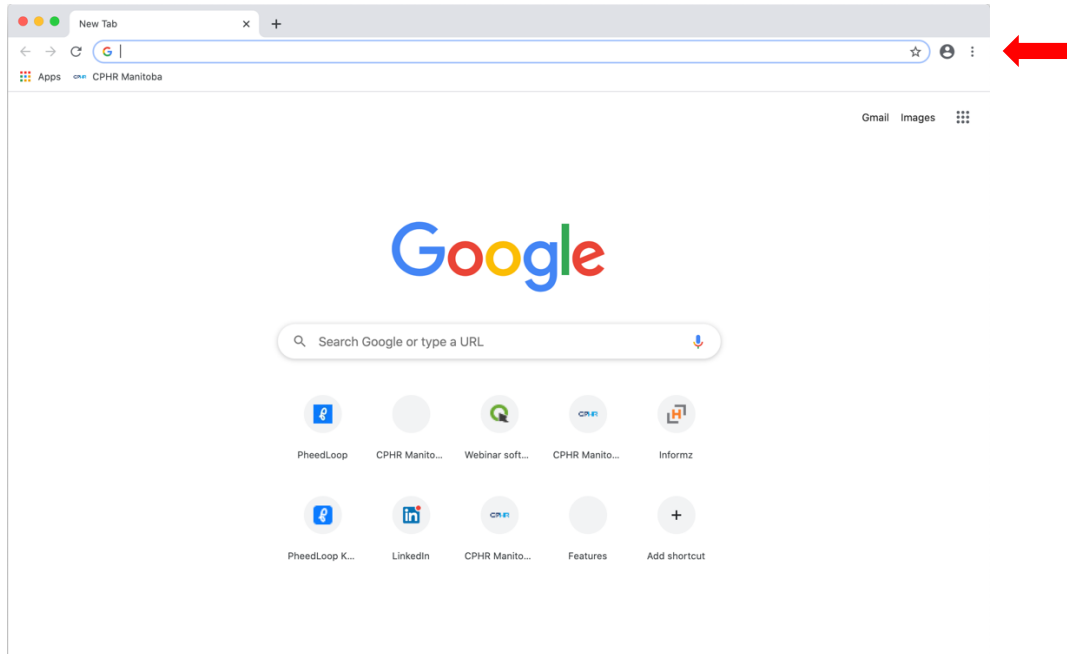
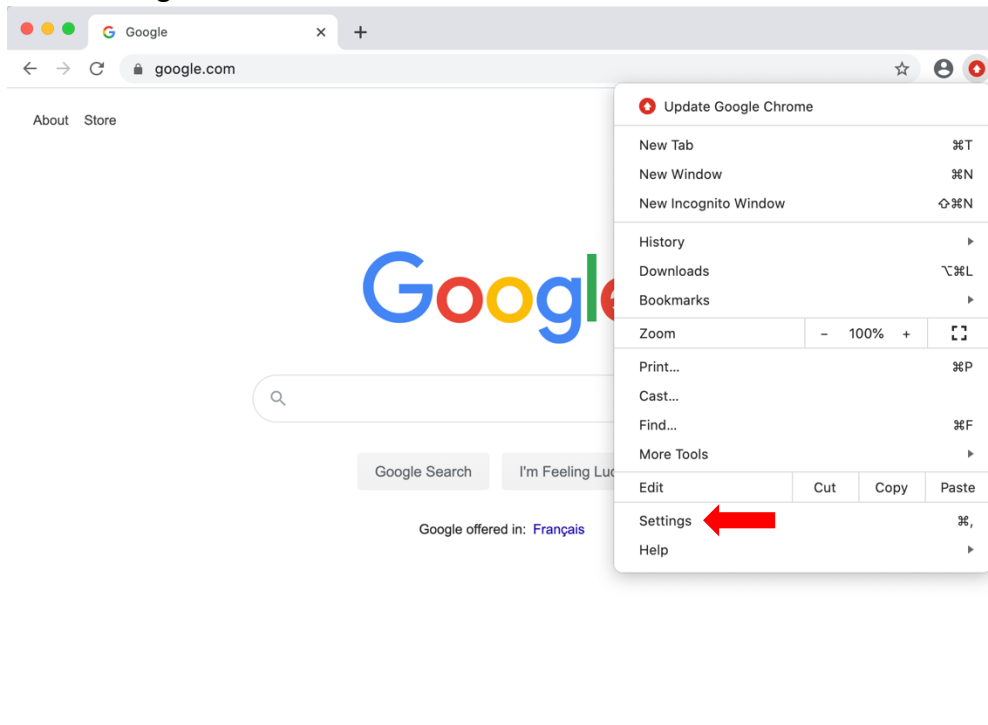


## Enabling Notifications in PheedLoop Virtual Events

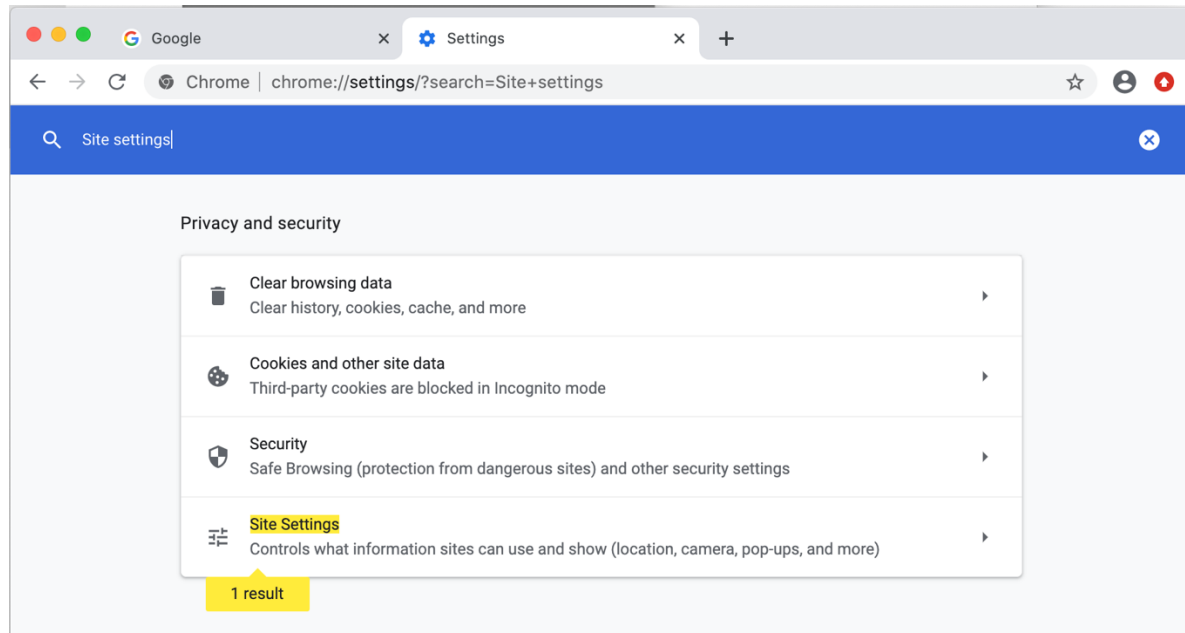
Ensure you are using Google Chrome as your browser.  
Click the 3 dots that appear to the right of the address bar.



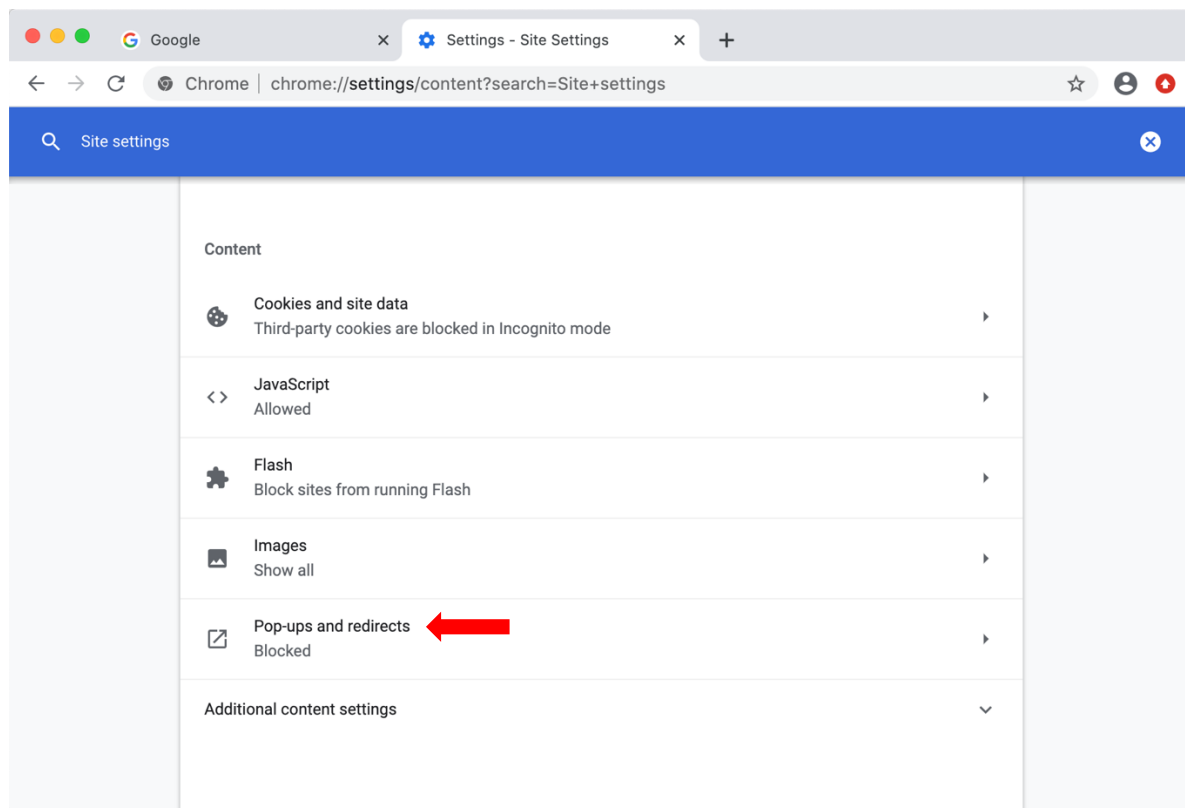
Click 'Settings'



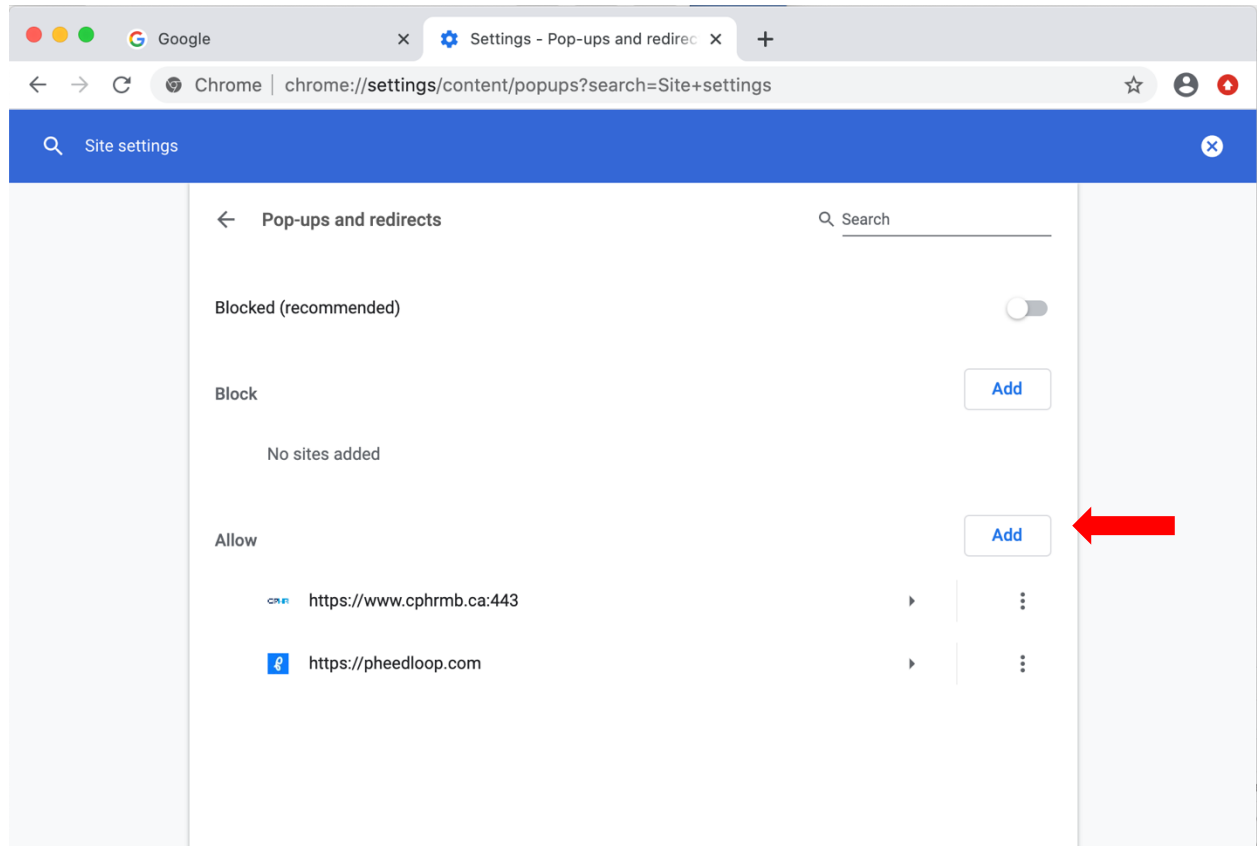
Once your settings have opened up, type in 'Site Settings' into the search field and then click on site settings in the list:



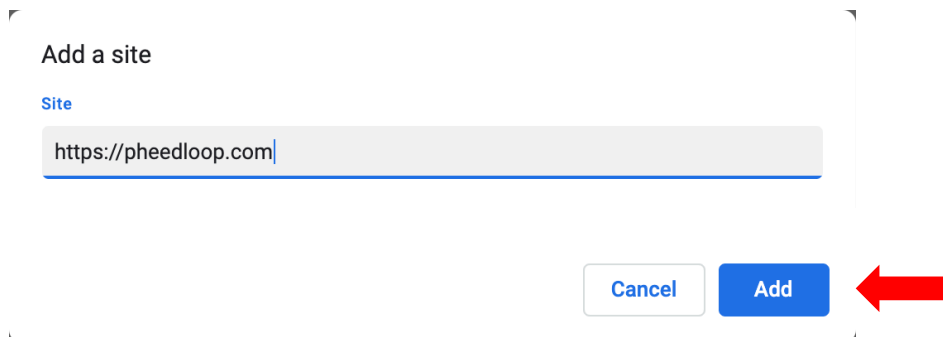
Within Site Settings, click on “Pop-ups and redirects”:



Within 'Pop-ups and redirects', click on Add next to the Allow section:

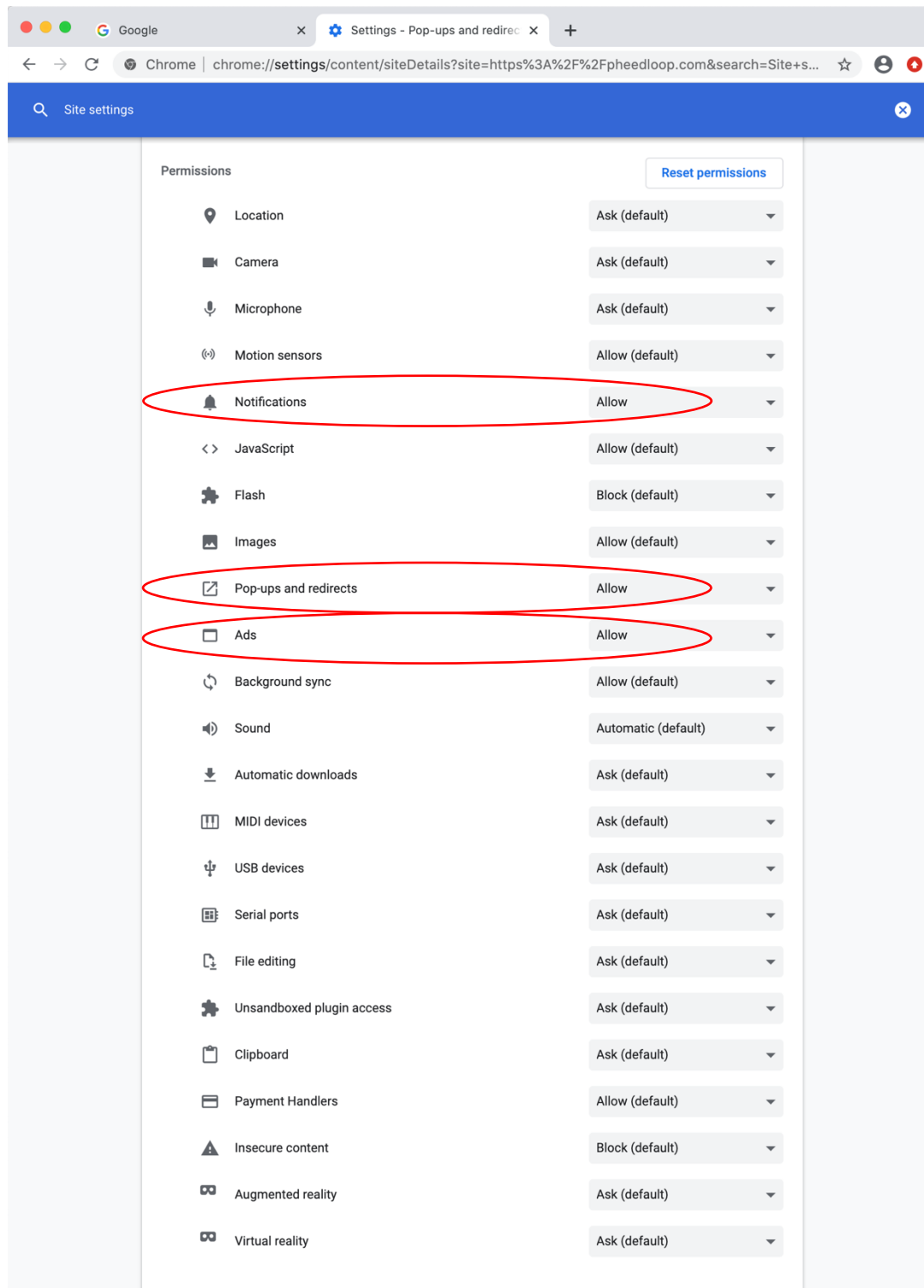


Type in the site URL **https://pheedloop.com** and click Add



Once the site has been successfully added, click on the arrow button beside <https://pheedloop.com>.

Now, adjust the other settings for the Pheedloop website to ALLOW Notifications and Ads. Make sure all three circled settings as per below are set to Allow:



Now that your Google Chrome browser settings have been updated, hit refresh on your browser window.

Next, log in to the virtual event platform. Click on 'Account' and make sure your settings are set to enable push notifications for private chat messages. Click Save Changes and then refresh your browser.

The screenshot shows the CPHR Manitoba virtual event platform interface. On the left is a dark blue sidebar with a menu. The 'Account' option, represented by a gear icon, is circled in red. The main content area is divided into two sections: 'Profile' and 'Files'. The 'Profile' section contains fields for Organization (CPHR Manitoba), Title, About Me (CPHR Manitoba is the exclusive certifying body in Manitoba for the nationally recognized Chartered...), Profile Picture (with a 'Choose file' button and a 'Browse' button), Website (http://www.cphrmb.ca), Twitter, LinkedIn, and Meeting Link (e.g. Calendly). Below these fields are four toggle switches: 'Profile Visible in Networking Section', 'Send Email Notifications for Event Announcements', 'Send Push Notifications for Event Announcements', and 'Send Push Notifications for Private Chat Messages'. The last toggle is circled in red. The 'Files' section has a heading 'Files' and a description 'Upload PDF files to your profile. Public files will be visible in an interactive file viewer.' It includes a 'File Name' input field, a 'File Upload' section with a 'Choose File' button and 'No file chosen' text, a 'Private File' toggle (which is currently off), and an 'Upload' button at the bottom.

Now, when you receive a private chat message, a notification pop up will temporarily appear in the bottom left corner of the virtual platform behind the 'Need Help?' chat bubble.