

## Log In

1. Log in at <https://ublast.conferencegroup.com/>

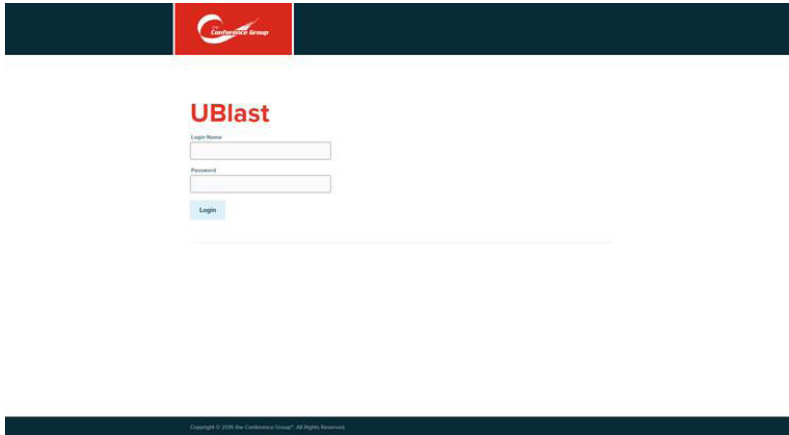


Figure A. UBLAST Log In

2. Enter your **Login Name** and **Password**.
3. Once logged in click “**Modify Dial List**”.

	Conference Name	Dial List	Start Time
<a href="#">Modify Dial List</a>	Conference G		Dec 2 2016 12:00:00

## Modify Your Dial List

1. Enter each **Participant name** and phone number (without spaces/dashes).  
**Note:** Each phone number must be entered exactly how you would enter it using your home phone.

**Example:** US Participants 13025555555

**Example:** Int'l Participants 011-Country Code-City Code-Number\*

- Check Auto-Dial if you'd like the UBLAST to start the instant the leader enters the conference
- Check Manual Dial (\*92) for the leader to manually start the UBLAST.

2. Once your list is complete click “**Commit Changes**”. **Note:** Changes/Updates to the dial list must be made before the conference begins.

## Edit Existing Participants

1. Click “**Edit**” next to the participants’ name.
2. Enter new participants’ name and phone number (without spaces/dashes)

UBlast is a tool that enables Leaders to create a Dial List from which all Participants can be called to initiate a conference (also known as Blast Dial). This User Guide describes the steps involved to use this tool.

**Questions? We are here 24/7 to help.**

**Call (877) 709-8255**

**Email [csr@conferencegroup.com](mailto:csr@conferencegroup.com)**

Login to Ublast with your Conference Manager Login Name and Password. If you do **NOT** have access to Conference Manager, contact our Customer Service representatives at **(877) 709-8255** to get setup today.

### Add/Edit Participants

Name

Phone

\*Add and Edit ALL Participants Before Clicking Commit Changes

### Save Changes to the Dial List

Auto-Dial

Manual Dial (\*92)

Figure B. Add/Edit Participants

### Dial List

made

	Name	Phone
<a href="#">Edit</a>	John Smith	13025555555
<a href="#">Edit</a>	Mary Jo	13027777777

Figure C. Dial List