## Game Audio Event List Template Slack Alert Guide

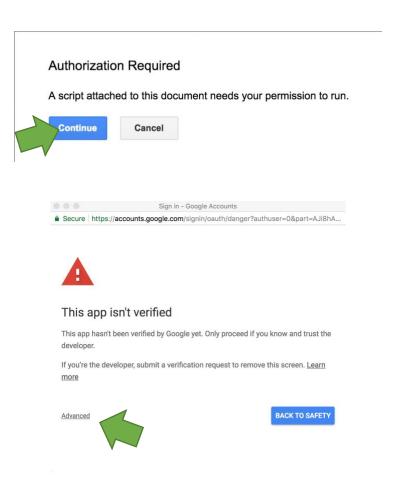
To send alerts to your Slack workspace when an event is marked as "In [Middleware]" or "In Game", follow this guide

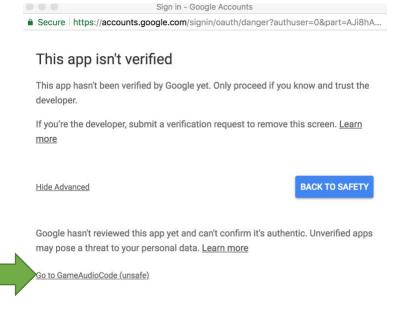
Shortly after you open the spreadsheet, a custom UI dropdown called "Slack" will appear:

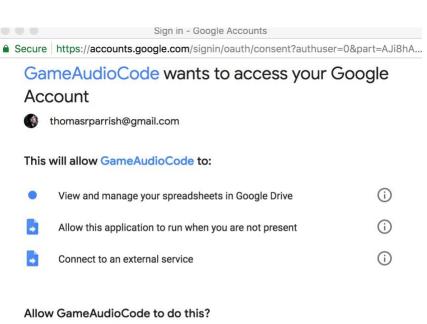


Under this menu, navigate to Slack>Settings>Toggle Slack Alerts.

When you first run a google script, you need to give permission. Google's permission process is lengthy, so here's screenshots of what to click:





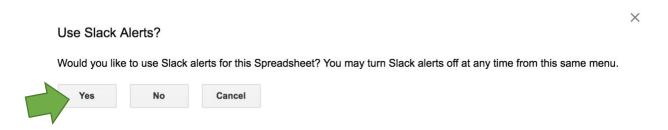


By clicking Allow, you allow this app to use your information in accordance to their terms of service and privacy policies. You can view or remove app access in your Google Account



ALLOW

Now that permission has been given for the code to run, you will be asked if you want to activate Slack alerts for the spreadsheet. You can toggle the alerts at any time, and you only need to grant permission the first time that the script is run. Hit "Yes" to continue.



Next, you will be asked for the webhook URL used to send data between websites. Follow these steps to get your incoming webhook URL: <a href="https://api.slack.com/incoming-webhooks">https://api.slack.com/incoming-webhooks</a>

Once you have generated an incoming webhook URL, enter it into the dialog box below:



Next, you will be asked for the name of the channel within your Slack workspace that you would like messages sent to. I would recommend creating an #audio-updates channel so that people who don't need these updates can still keep up with other audio-related discussion. Enter the channel name into the dialog box below:



If the information you have entered is correct, you should now be able to receive Slack alerts when the status of an audio event is changed to "In [Middleware]" or "In Game".