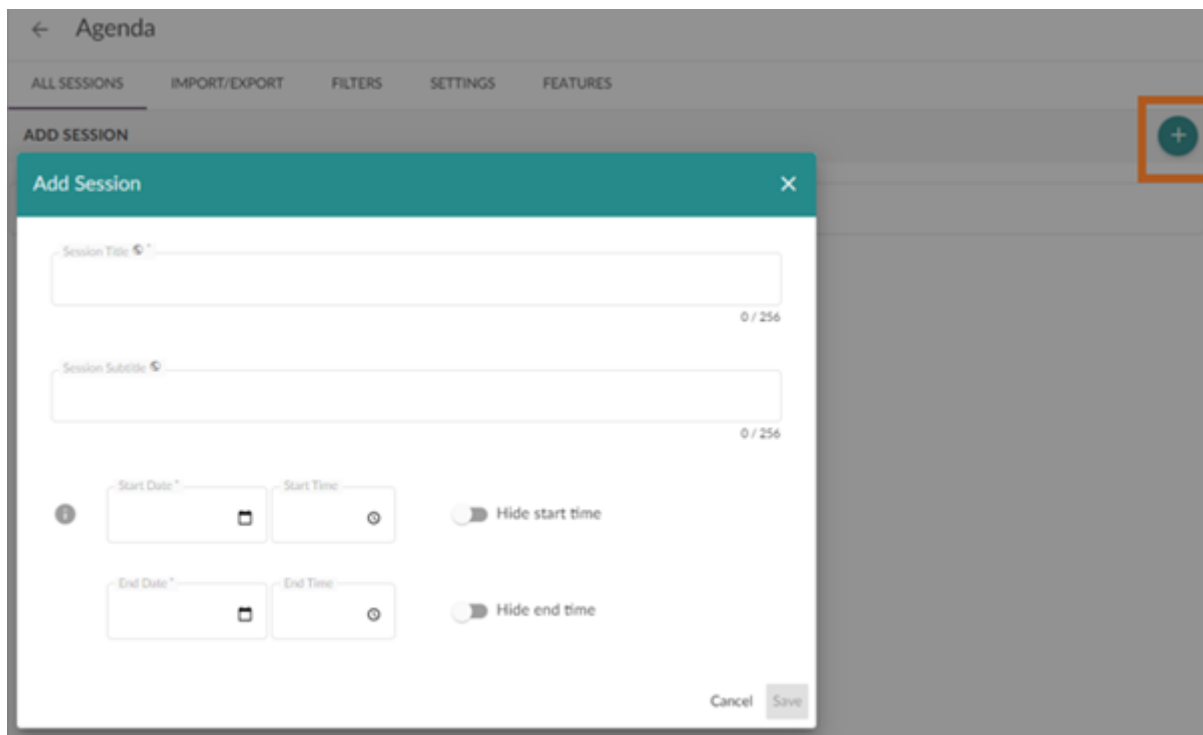


Linking your room to an Agenda session & Joining a room

Linking your room to an Agenda session in the CMS

If you do not already have an Agenda module set up, check out our [Agenda guide](#) to get you started.

1. In your Agenda module click on 'Add Session' or choose one from the list below if your agenda session already exists.
2. A pop-up will appear inviting you to populate your session title, subtitle, and times as appropriate.

The screenshot shows the 'Agenda' module interface. At the top, there's a navigation bar with tabs: 'ALL SESSIONS', 'IMPORT/EXPORT', 'FILTERS', 'SETTINGS', and 'FEATURES'. Below this, a 'ADD SESSION' button is highlighted with an orange box. A modal window titled 'Add Session' is open, featuring a teal header with a close button. The form contains two text input fields for 'Session Title' and 'Session Subtitle', both with a character count of '0 / 256'. Below these are date and time selection fields for 'Start Date', 'Start Time', 'End Date', and 'End Time'. Each date field includes a calendar icon, and each time field includes a clock icon. There are also toggle switches for 'Hide start time' and 'Hide end time'. At the bottom right of the modal are 'Cancel' and 'Save' buttons.

3. Click Save, which takes you to a new agenda session edit page/panel.
4. Fill in all the agenda TABS as appropriate. **Please note:** Only the 'Embed' TAB will have a direct impact on your networking room.

5. Click on the 'Embed' TAB, which brings up the function options for your session.
6. In the virtual networking rooms section, on the same page, select the room that you have created.

← Edit Session

Embed Content

DETAILS

PEOPLE

ATTENDEES

FILTERS


DOCUMENTS

BRANDING

EMBED

OTHER

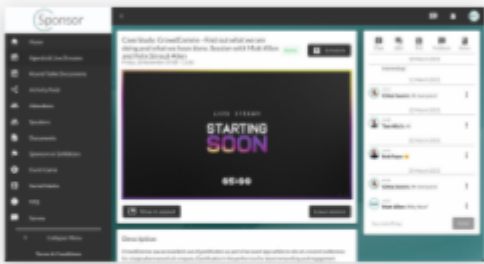
CrowdComms live streams



Now

Select a live stream

On Demand & Simulive Video From Library



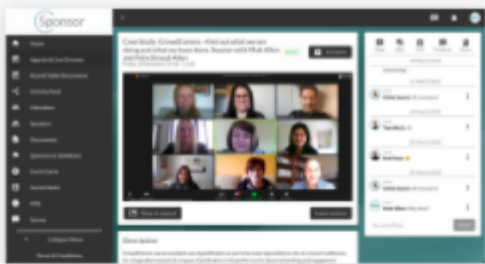
Now

Select a video from your library

☒ On Demand
Play anytime

☐ Simulive
Auto play at session start time

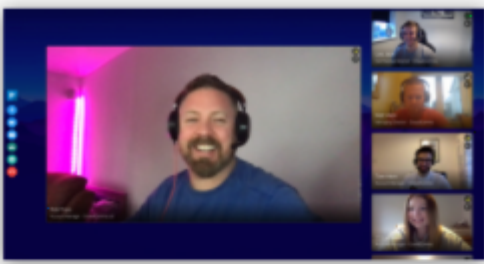
Zoom meetings & webinars



Now


Select a Zoom meeting or webinar

CrowdComms breakout meetings



☐ Add breakout meeting to session

Virtual networking rooms



Now

Select a virtual networking room

7. Click 'Save' – your room is now linked to your agenda session.

Revision #9

Created 21 April 2022 13:09:35 by Steven Slesser

Updated 16 May 2022 12:02:31 by Steven Slesser