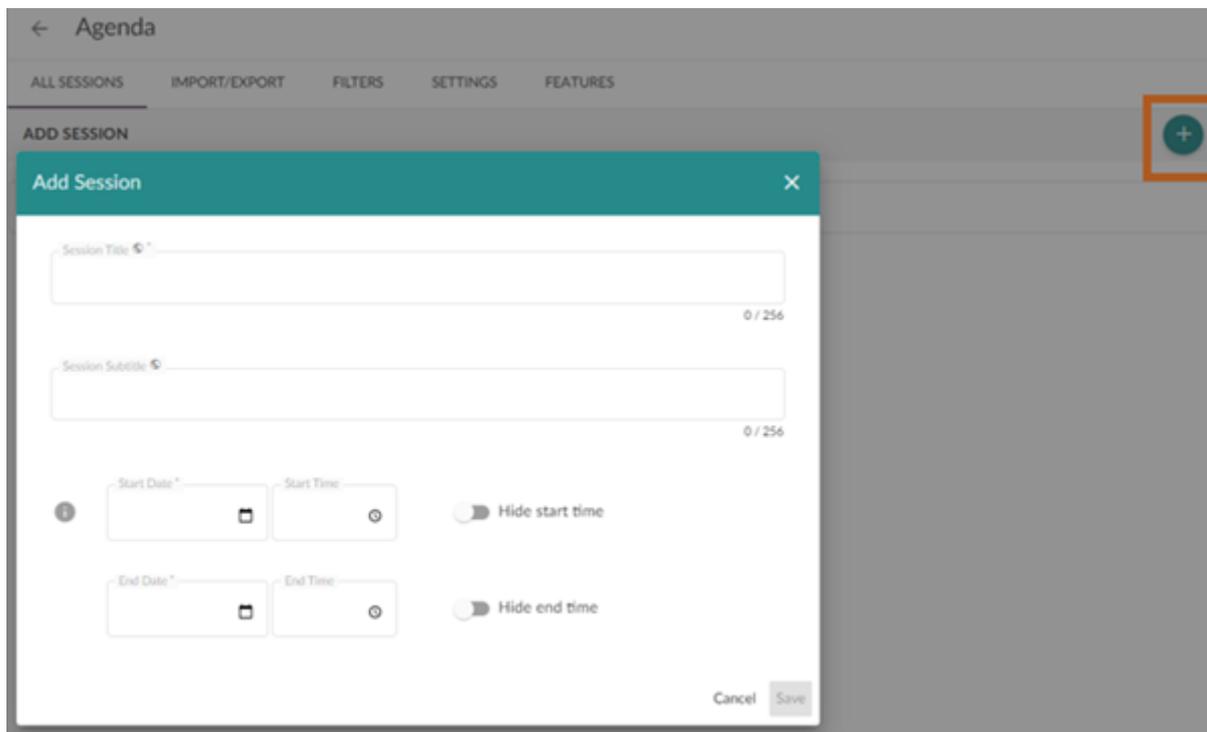


Linking your room to an Agenda session & Joining a room

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' application interface. At the top, there is a navigation bar with a back arrow and the title 'Agenda'. Below this are several tabs: 'ALL SESSIONS', 'IMPORT/EXPORT', 'FILTERS', 'SETTINGS', and 'FEATURES'. A dark teal 'ADD SESSION' button is located in the top right corner of the main content area, highlighted with an orange square. A modal window titled 'Add Session' is open in the foreground. It contains two text input fields for 'Session Title' and 'Session Subtitle', each with a '0 / 256' character count. Below these are two rows of date and time pickers. The first row has 'Start Date' and 'Start Time' pickers, followed by a 'Hide start time' toggle switch. The second row has 'End Date' and 'End Time' pickers, followed by a 'Hide end time' toggle switch. 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.

The screenshot shows the 'Edit Session' interface with the 'EMBED' tab selected. The interface includes a top navigation bar with 'Edit Session' and 'Embed Content' options, and a sub-navigation bar with 'DETAILS', 'PEOPLE', 'ATTENDEES', 'FILTERS', 'DOCUMENTS', 'BRANDING', 'EMBED', and 'OTHER'. The main content area is divided into five sections:

- CrowdComms live streams:** Features a preview of a live stream player and a dropdown menu to 'Select a live stream'.
- On Demand & Simulive Video From Library:** Features a preview of a video player with 'STARTING SOON' text, a dropdown to 'Select a video from your library', and radio buttons for 'On Demand (Play anytime)' and 'Simulive (Auto play at session start time)'. The 'On Demand' option is selected.
- Zoom meetings & webinars:** Features a preview of a Zoom meeting interface and a dropdown to 'Select a Zoom meeting or webinar'.
- CrowdComms breakout meetings:** Features a preview of a breakout meeting with multiple participants and a toggle switch for 'Add breakout meeting to session'.
- Virtual networking rooms:** Features a preview of a virtual networking room interface and a dropdown to 'Select a virtual networking room'.

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

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