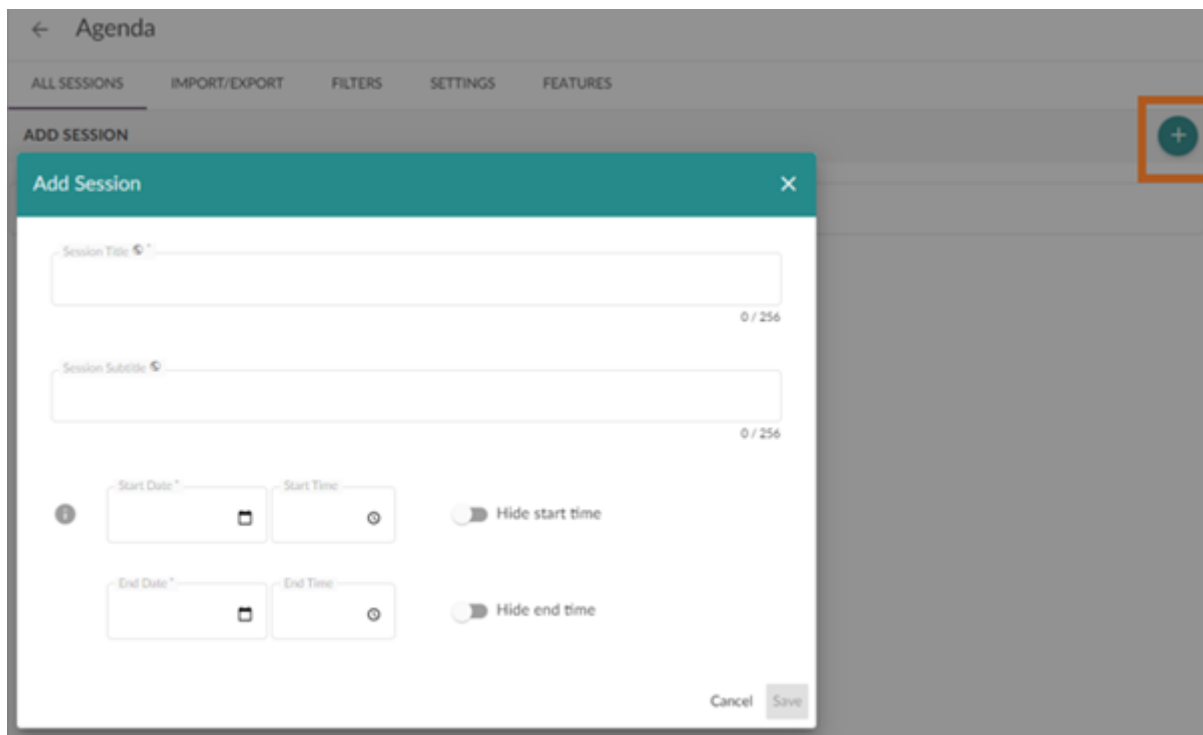


# Linking your room to an Agenda session & Joining a room

## 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', each with a 0/256 character limit. 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.

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

← Edit Session
Embed Content

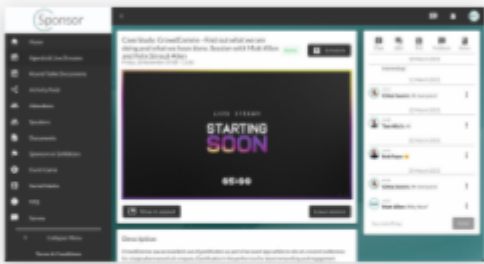
DETAILS PEOPLE ATTENDEES FILTERS DOCUMENTS BRANDING **EMBED** OTHER

### CrowdComms live streams



Now

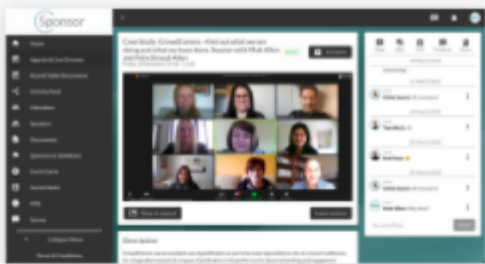
### On Demand & Simulive Video From Library



Now

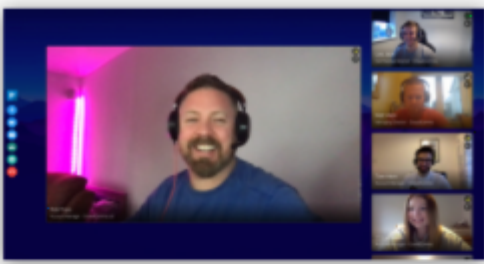
☒ On Demand   
 Play anytime
 ☐ Simulive   
 Auto play at session start time

### Zoom meetings & webinars




Now

### CrowdComms breakout meetings



### Virtual networking rooms



Now

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

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