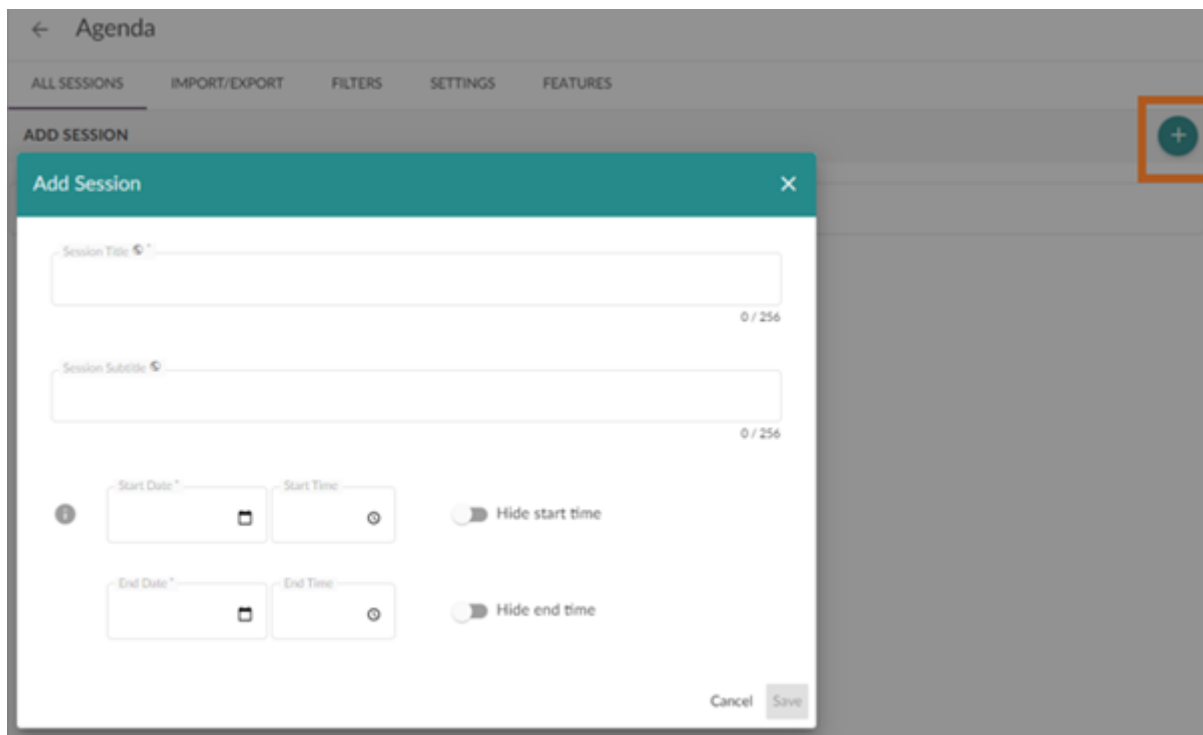


Linking your room to an Agenda session & Joining a room

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 form titled 'Add Session' is open, featuring input fields for 'Session Title' and 'Session Subtitle', both with a character count of '0 / 256'. Below these are fields for 'Start Date' and 'Start Time', and 'End Date' and 'End Time'. There are also toggle switches for 'Hide start time' and 'Hide end time'. At the bottom 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

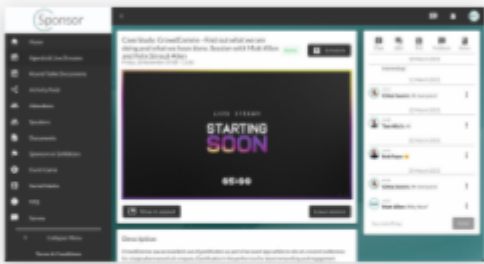
DETAILS PEOPLE ATTENDEES FILTERS DOCUMENTS BRANDING **EMBED** OTHER

CrowdComms live streams



Now

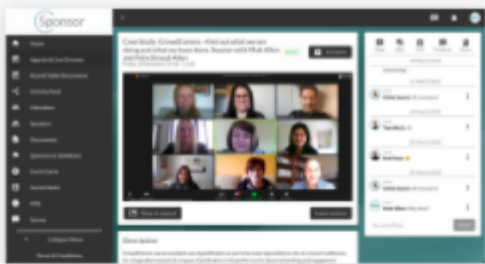
On Demand & Simulive Video From Library



Now

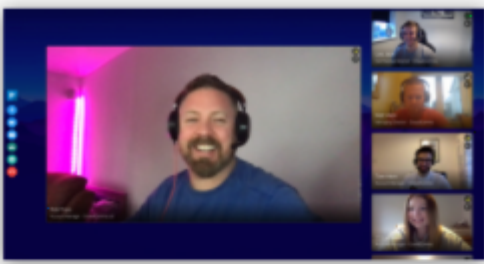
☒ On Demand
 Play anytime
 ☐ Simulive
 Auto play at session start time

Zoom meetings & webinars




Now

CrowdComms breakout meetings



☐ Add breakout meeting to session

Virtual networking rooms



Now

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

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