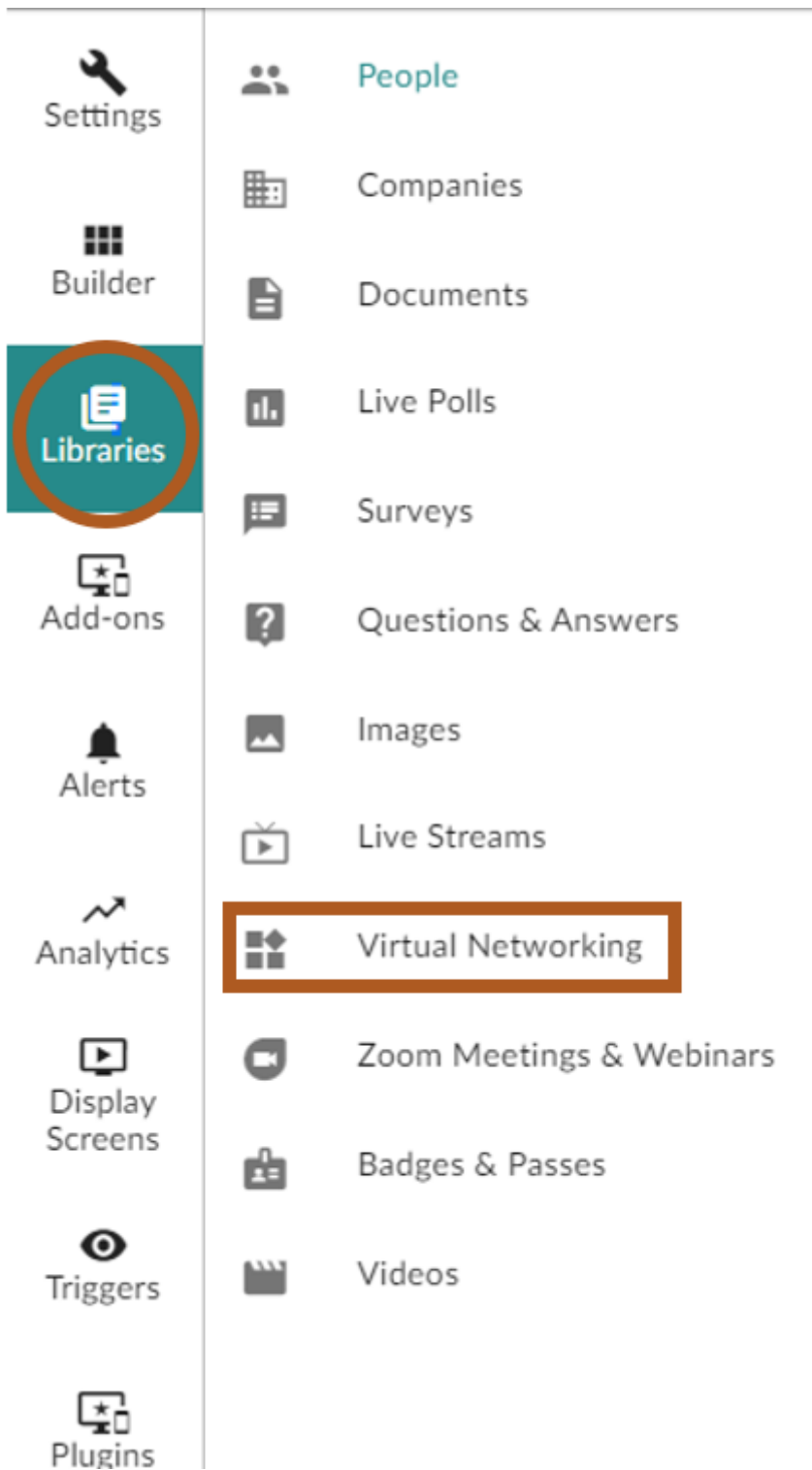


Setting up a Networking Room in the CMS

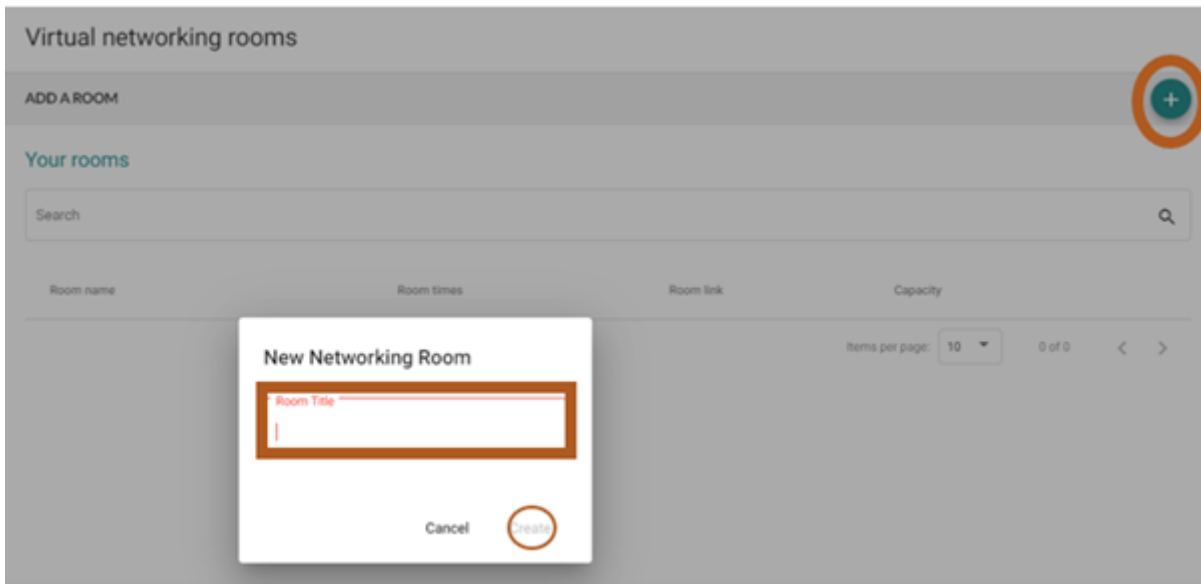
Setting up a Networking Room in the CMS

To get started, you'll need to set up a virtual networking room in the CMS. Once all the elements for this are in place, your attendees will use this space to watch live streamed content and interact with each other.

1. Log into the CMS with your credentials.
2. In the Dashboard, select the Event App that you would like to add virtual networking to.
3. Click on 'Libraries' in the left-hand sidebar.
4. A secondary menu will appear to the right. Click on 'Virtual Networking'.



5. To add a virtual networking room to your Event App, click on the '+' button on the top right-hand side of the screen.
6. A pop-up window will appear, inviting you to create a title for your room
7. Once you have filled in the title field, click 'Create' and you will be taken to your room's main edit page.



8. TOGGLE ON the 'Show in Virtual Networking module' to make the room visible in the Event App.
9. You can also fill in the description field to provide more information for your delegates.
Please note: This field has a limit of 240 characters.

Visibility

☒ Show in Virtual Networking module

Room Title

Room Title

Training Guide

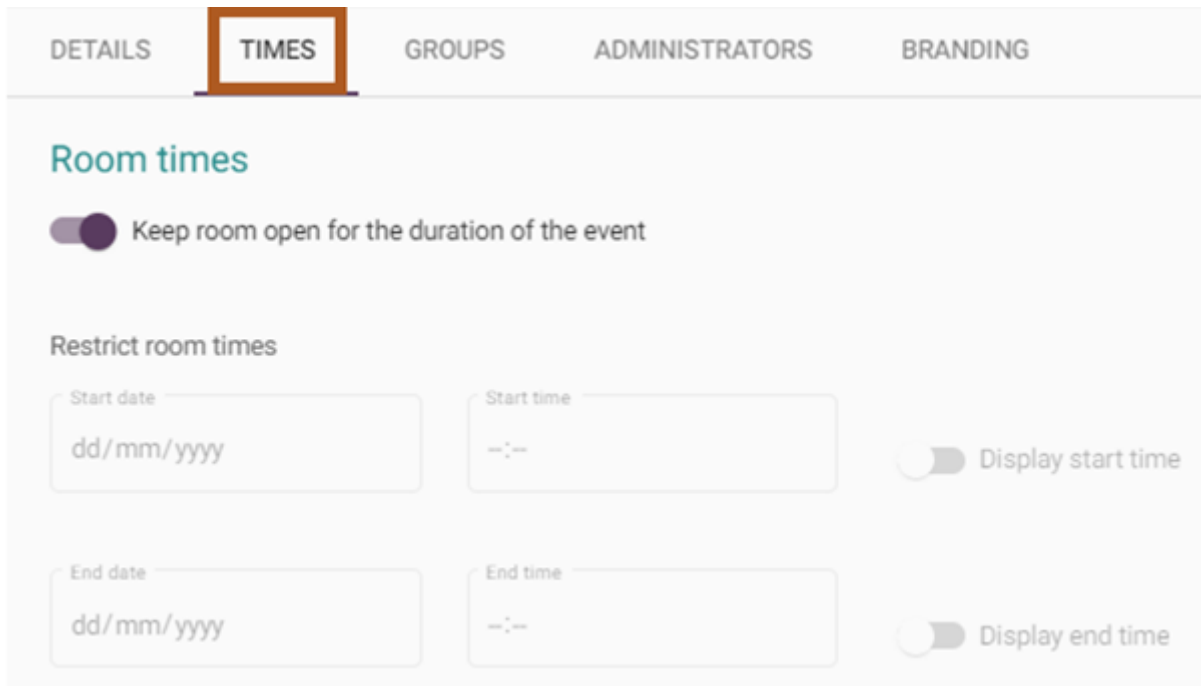
Description

Description

0 characters out of 240

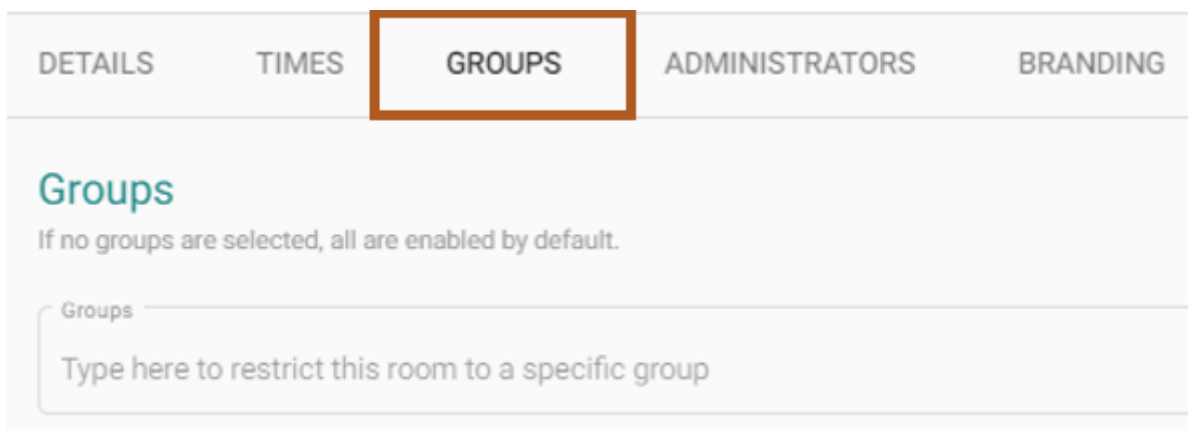
10. Below the description field, you can set the 'Room Capacity' to admit a certain number of participants. The room limit is set to 300 users. If this capacity is reached, a message will appear advising users that the room is full.
11. Head on over to the 'Times' TAB at the top, to edit the room opening times to fit your requirements. **By default, networking rooms are open for the duration of your event.** If

users attempt to enter rooms outside of your selected times, they will see a message informing them that the room is closed.



The screenshot shows the 'TIMES' tab selected in a navigation bar with options: DETAILS, TIMES, GROUPS, ADMINISTRATORS, and BRANDING. The main content area is titled 'Room times' and features a toggle switch labeled 'Keep room open for the duration of the event'. Below this is a section titled 'Restrict room times' containing four input fields: 'Start date' (format dd/mm/yyyy), 'Start time' (format --:--), 'End date' (format dd/mm/yyyy), and 'End time' (format --:--). To the right of the time fields are two toggle switches labeled 'Display start time' and 'Display end time'.

12. If you go to the 'Groups' TAB at the top, you can select which groups have access to your networking room. **Please note:** Groups must be set up through the 'People Library' in the CMS. Please click [here](#) for instructions on how to set up your groups.



The screenshot shows the 'GROUPS' tab selected in a navigation bar with options: DETAILS, TIMES, GROUPS, ADMINISTRATORS, and BRANDING. The main content area is titled 'Groups' and includes the text 'If no groups are selected, all are enabled by default.' Below this is a large text input field with the placeholder text 'Type here to restrict this room to a specific group'.

13. To customise the look of your room, you'll want to go to the 'Branding' TAB at the top. Here, you can upload a background, logo, poster image and change your room's colour scheme.

Note: Background images should be 4000 x 4000 pixels in size. Your logo can be any size and the poster image should be 1920 x 1080 pixels with an aspect ratio of 16:9.

Note:

Changing the primary colour will affect:

- The 'OFF' state of the microphone and video

- The 'OPEN' state of any modal, for example: Settings and People Search, the colour of a user's bubble, the colour of the bubble that users are in, users shown on the mini map in the room and TAB titles, e.g., chat.

Changing the secondary colour will affect:

- The 'ON' state of the microphone and video
- The 'CLOSED' state of any modals

DETAILS TIMES GROUPS ADMINISTRATORS **BRANDING**

Room Logo
Transparent PNG

Upload logo

Room Background
Please upload a 4000x4000 pixel image

Upload background

Poster Image
This will appear in the networking module

Upload poster

Colours

Primary colour

Secondary colour

14. Click 'Save', which will automatically take you back to the main menu displaying the virtual networking rooms.

Note: The 'Administrators' TAB currently offers no functionality to users. This feature will be developed in a future version.

Revision #7

Created 21 April 2022 13:09:04 by Steven Slessor

Updated 5 September 2022 15:39:52 by Chris