

# People Library Management

The CC Platform treats all **People** in-app the same, whether they're an Attendee, Speaker, member of the Event Staff or a VIP. All People to do with your app need to be added to the **People Library**.

If your app is set as "Secure" in the Security Settings area, the app will require users to login when they first visit it. Only users who have been loaded into the People Library within the Dashboard will be able to login. The login screen asks for an email address, so ensure you add People to the Dashboard with email addresses if they need to log in to the app.

*Note: You cannot give any users of the CC Platform access to the Dashboard. Only CC Support staff members can do this - so if you'd like to give any of your colleagues admin access to your app, please get in touch.*

## Overview

## People Lists

The people list tab contains all the users that are registered for the platform. Please see the video below for more detail about this area, and how to add/edit users manually. For bulk imports or edits, please watch the video under "Importing and Editing People in bulk".

## People Groups

Once People have been added to an app they can be assigned to a group, which allows you to easily target all of those users for a variety of scenarios.

For example if you'd like to display a list of all attendees, put all the attendees in a Group called *Attendees*. Then, a People Display module can list all users within that group (using the people display filter). The same goes for any other way you might want to organise People within your app.

App Alerts can be sent out to specific groups, so thinking about how your app users are organised can help you define some sensible groups.

The other major use case is for locking certain modules or sessions to a group of users, which can be done by entering the Group into the relevant "module privacy" field.

Next up is a video on how to import or edit your People Groups in bulk via the spreadsheet.

**Please note: Group names have a maximum of 50 characters and you can import a maximum of 26 groups at a time.**

# People Tags

People tags are different to groups in that they are not used for targeting functionality, but instead allow you to create a library of tags which can be added by admins or users to their own profiles, in order to aid visibility when networking and enabling filtering based on the tag contents.

## People Fields & Custom Fields

The platform allows for fields such as Title, Email, Address and more to be toggled on and off. Below is a video on how to change update these preferences.

Import People

Importing and Editing People in bulk

# Removing People

People can only be removed individually. If you'd like to delete all users from an app, please get in touch with a member of your CC support team.

## Distinguishing in-person delegates

If you wish to provide different session experiences for your delegates who are either present in-person at the venue or attending the event virtually , you can do this by amending their Settings in the People Library.

You can do this individually by going into the relevant delegate's profile and checking the 'Attending event in-person' box. By doing this, this delegate will not be able to watch any live-stream which has been linked to an agenda session.

You can also do this in bulk by using the import and export template that is available for download from the Dashboard. On Column Z of the template:

1. Type 'Yes' if you want to check the 'Attending event in-person' box
2. Type 'No' if you don't want the 'Attending event in-person' box checked