OWN IT

Getting Started with Event Center

WebEx T30
2016
Course Goal

The Event Center class will show you the keys to successful online events. You'll learn everything from start to finish; scheduling and starting an event, conducting the event, and using WebEx tools for Practice Sessions and feedback.
## Objectives

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Scheduling an Event

From your WebEx Microsite
Scheduling an Event

Logging Into Your Microsite
Scheduling an Event

Accessing Event Center

[Image of Cisco WebEx interface showing Event Center and options for scheduling and joining an event.]
Scheduling an Event

Basic Information

Group live or recorded events for a specific project, product, or audience.

Attendees may choose to attend multiple events in the same program and enroll for them at one time.

Quick Scheduler Template options are the fastest way to schedule meetings on the WebEx site.
Scheduling an Event

Basic Information

To create a customized Event or Template, use the Advanced Scheduler.
Scheduling an Event

Event Description & Options

Post-event survey and Destination URL after the event
Create Survey Questions

Add Text Box

To add survey questions, click any of these buttons.

- Text Box
- Check Box
- Option Button
- Drop Down List
- My Survey Questions

Save, Save As Template, Cancel, Preview
Create Survey Questions

Add Text Box
Create Survey Questions

Add Check Boxes
Create Survey Questions

Add Check Boxes

Add Check Boxes

Type: Check Boxes

Group label for check boxes:

Check box 1:

Check box 2:

Check box 3:

Check box 4:

Check box 5:

Check box 6:

Check box 7:

Check box 8:

Check box 9:

Score

Add additional check boxes

Save

Close
Create Survey Questions

Add Option Buttons

To add survey questions, click any of these buttons.

Text Box | Check Box | Option Buttons | Drop-Down List | My Survey Questions

Save | Save As Template | Cancel | Preview
Create Survey Questions

Add Option Buttons

Add Option Buttons

Type: Option Buttons

Group label for option buttons:

Default choice:

Choice 1:
Choice 2:
Choice 3:
Choice 4:
Choice 5:
Choice 6:
Choice 7:
Choice 8:
Choice 9:

Add additional choices

Score

Save  Close
Create Survey Questions

Add Drop-Down List
Create Survey Questions

Add Drop-Down List

[Diagram of Add Drop-Down List screen]

- **Type:** Drop-Down List
- **Label for drop-down list:**
- **Default choice:** None
  - Choice 1:
  - Choice 2:
  - Choice 3:
  - Choice 4:
  - Choice 5:
  - Choice 6:
  - Choice 7:
  - Choice 8:
  - Choice 9:

[Options to add additional choices, save, and close]
Create Survey Questions

My Survey Questions
### Create Survey Questions

**My Survey Questions**

- **What I like best about working for the Company is:**
  - Text Box
- **Things that the Company should do to make it a better workplace are:**
  - Text Box
Scheduling an Event

Attendees & Registration
Scheduling an Event

Customize Registration Questions

Click [My Registration Questions] to select from your pre-saved questions.
Scheduling an Event

Registration Approval Rules

Notes:
* Rules are executed in the order listed.
* Once a rule has been applied to a registration record, no subsequent rules will be applied to the same registration record.
Scheduling an Event

Registration Approval Rules
Scheduling an Event

Registration Approval Rules

Approval Rules

Notes:
* Rules are executed in the order listed.
* Once a rule has been applied to a registration record, subsequent rules will not be applied to the same registration record.
Scheduling an Event

Presenters & Panelists

The 1st Panelist in the Event will be the Presenter
Scheduling an Event

Email Messages

Customize email messages as well as schedule reminders, Thank You, and Absentee Follow-Up Emails
Scheduling an Event

Save as Template…
Scheduling an Event

Schedule This Event
Scheduling an Event

Send Event Emails

Send Event Emails

You have successfully scheduled your event. Send invitation emails to:

- [ ] Host
- [ ] Participants
- [ ] Attendees
- [ ] Vendors

Send Now  Send Later

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## Scheduling an Event

### Event Information

**Event Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Edmond Livingston - Review</td>
</tr>
<tr>
<td>Type</td>
<td>Unlisted Event</td>
</tr>
<tr>
<td>Event address for attendees</td>
<td><a href="http://www.example.com">Go to event page</a></td>
</tr>
<tr>
<td>Event address for panelists</td>
<td><a href="http://www.example.com">Go to event page</a></td>
</tr>
<tr>
<td>Date and time</td>
<td>Wednesday, April 15, 2020 9:00 am</td>
</tr>
<tr>
<td>Duration</td>
<td>1 hour</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Event number</td>
<td>000 000 000</td>
</tr>
<tr>
<td>Event password</td>
<td>695321</td>
</tr>
<tr>
<td>PIN(s)</td>
<td></td>
</tr>
<tr>
<td>PIN(s) password</td>
<td></td>
</tr>
<tr>
<td>Teleconferencing</td>
<td>To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.</td>
</tr>
<tr>
<td>Maximum number of registrants</td>
<td>10000</td>
</tr>
<tr>
<td>Destination address after event</td>
<td></td>
</tr>
<tr>
<td>Host image</td>
<td></td>
</tr>
<tr>
<td>Email configured</td>
<td>Pending, Approved, Rejected</td>
</tr>
</tbody>
</table>

**Registration Information**

- Registration ID required: No
- Password required: No
- Password: No
- Approval required: No
- Custom registration form: No

Click [Send Event Emails](http://www.example.com) to send event details to attendees.
Event Emails

Host, Panelist, & Attendee email confirmations
Event Emails

Host Email Confirmations

Attendee Confirmation

Hello SARA GARRETT,

WebEx sent the email message "Attendee Invitation That Requires Registration ID or Password" for your event.

Number of email addresses the message was sent to successfully: 10
Number of email addresses the message could not be sent to: 0

http://www.webex.com

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. You should inform all meeting attendees prior to recording if you intend to record the meeting. Please note that any such recordings may be subject to discovery in the event of litigation.

Panelist Confirmation

Hello SARA GARRETT,

WebEx sent the email message "Panelist Invitation" for your event.

Number of email addresses the message was sent to successfully: 1
Number of email addresses the message could not be sent to: 0

http://www.webex.com

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. You should inform all meeting attendees prior to recording if you intend to record the meeting. Please note that any such recordings may be subject to discovery in the event of litigation.
Event Emails

Panelist Email Invitation

Hello Tobia Kyroll,

SHOW (GARETT) invites you to be a panelist in a Web seminar.

Topic: Edmond Loclair - Review

New: [Email]

Date and Time:
Tuesday, June 9, 2015 9:15 am, Eastern Daylight Time (New York, GMT-04:00)
Tuesday, June 9, 2015 5:15 pm, Asia/Kolkata (Kolkata, GMT-05:00)
Tuesday, June 9, 2015 8:15 pm, Mountain Daylight Time (Denver, GMT-06:00)
Tuesday, June 9, 2015 10:15 am, S. America Eastern Standard Time (Sao Paulo, GMT-03:00)

Event number: N-332-330
Panelist password: AB123 (Please do not share panelist password)

To join as a panelist:
2. Click "Join now."

If you experience a problem joining the event as a panelist, you can join as an attendee.

Event password: 1234

To join the event as an attendee:
2. Click "Join now."

Level3Events.com Email delivery ratio for Web seminar Edmond Loclair - Review

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Event Emails

Attendee Email Invitation (Registration Email)

To register for the online event:

1. Go to [https://level3 meeting.asciio.com/level3 meeting/level3 meeting.php](https://level3 meeting.asciio.com/level3 meeting/level3 meeting.php)
2. Click “Register”.
3. Fill out the registration form, enter your information and then click “Submit”.

Once the host approves your registration, you will receive a confirmation email message with instructions on how to join the event.

For assistance:

You can contact SARAH JARRETT at:
email@level3.com

http://www.level3.com
Event Emails

Registration Splash Page
Event Emails

Registration Password (Optional)
Event Emails
Registration Questions

Custom Registration Questions (Optional)
Event Emails

Registration Approval Email

Join the Event
View Invitation in other time zones or languages
Audio Instructions
Managing Registration

Approve or reject registered users based on the answers provided on their registration form
Managing Registration

My Meetings

Click the number links to manage registration

.pending

.approved

.rejected
Managing Registration

Manage Registration Page
Manage Survey Questions

Post survey questions
Manage Survey Questions

Your Survey Questions and Creating New Ones
Create a New Program

Programs give you the ability to group live or recorded events for a specific project, product, or audience. Attendees may elect enroll in multiple events in the same program and enroll for them at one time.
Create a New Program

Build a New Program
Create a New Program

Build a New Program

[Image of Create a Program interface]

- Program name:
- Description:

Expected registration:
- Budget:
- Email:

Program status: Listed / Unlisted

Registration:
- Registration ID required: Yes / No
- Password required to register: Yes / No

Customize registration form:
- Invite friends: Yes / No
- Allow registrants to invite friends: Yes

Destination URL after registration:

Customize Program Web Page:
- Images: These images may be referenced in the custom HTML area on the Program Web page using standard HTML tags (e.g., `<img src = "image1.jpg">`). Ensure to upload all images (up to five) if you need to update the images. Upload all images again. Any previously uploaded images are overwritten.
- Click Browse to select an image on your computer. Image requirements: GIF or JPEG format, approximately 75 x 36 pixels, and less than 100 KB.

Custom HTML Area: The uploaded images can be referenced using `<img src = "programs/1109102/images/[image file name]">`.
Starting Your Event
Starting Your Event

Start or Manage Your Scheduled Event

Click the meeting Topic to:
• Edit or Cancel Meeting
• Manage Registration
• Send Event Emails
• View more info like
  • Meeting Number
  • Password
  • Audio Connection
  • Direct Link
  • Host Key

Click [Start] to initiate your meeting anytime as the Host
Roles Inside an Event
# Roles Inside an Event

## Host Role

An event host is responsible for coordinating and controlling an event. Only one person can be an event host at a time.

- Schedule and start an event
- Start and end a practice session among the panelists
- Invite attendees to a scheduled event
- Invite attendees to an event in progress
- Grant privileges to attendees or panelists during an event
- Designate a presenter
- Assign the host role to another panelist, and reclaim the host role
- Answer attendees’ questions during a question-and-answer (Q & A) session
- Restrict access to an event
- Specify or edit a greeting or message for attendees during an event
- Pass the poll coordinator role to another panelist
- Record an event
- End an event
Roles Inside an Event

**Presenter Role**

<table>
<thead>
<tr>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>An event host can designate any Panelist as a presenter. A Presenter is responsible for providing content during an event.</td>
</tr>
<tr>
<td>Shares documents, presentations, and whiteboards</td>
</tr>
<tr>
<td>Save documents, presentations, and whiteboards in the content viewer</td>
</tr>
<tr>
<td>Shares applications, Web browsers, and screens/desktops</td>
</tr>
<tr>
<td>Share multimedia web content</td>
</tr>
<tr>
<td>Take a poll if the Host passes the Poll Coordinator role to the Presenter</td>
</tr>
<tr>
<td>Save a poll questionnaire and poll results to a file</td>
</tr>
<tr>
<td>Answer attendees’ questions during a question-and-answer (Q &amp; A) session</td>
</tr>
<tr>
<td>Send text responses to attendees’ questions on the Q &amp; A tab</td>
</tr>
<tr>
<td>Participate in a practice session</td>
</tr>
<tr>
<td>Participate and save chat messages to a file</td>
</tr>
<tr>
<td>Save a Q &amp; A session to a file</td>
</tr>
<tr>
<td>Record an event</td>
</tr>
</tbody>
</table>
## Roles Inside an Event

### Panelist’s Role

An event host can designate any attendee as a Panelist during an event. A Panelist is a Participant who is primarily responsible for assisting the Presenter. Any number of Attendees can be Panelists.

<table>
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<th>Activity</th>
</tr>
</thead>
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<tr>
<td>Participate in discussions to which other attendees listen</td>
</tr>
<tr>
<td>Respond to public and private chat messages</td>
</tr>
<tr>
<td>Annotate shared documents</td>
</tr>
<tr>
<td>Start a poll if the host passes the poll coordinator role to the panelist</td>
</tr>
<tr>
<td>View and answer attendees’ questions in a Q &amp; A session</td>
</tr>
<tr>
<td>View poll results</td>
</tr>
<tr>
<td>Annotate shared applications, web browsers, and screens/desktops, if the presenter grants annotation control to the panelist</td>
</tr>
<tr>
<td>Participate in a practice session</td>
</tr>
<tr>
<td>Save chat messages to a file</td>
</tr>
<tr>
<td>Download files that the presenter publishes</td>
</tr>
<tr>
<td>View live video that the presenter sends</td>
</tr>
<tr>
<td>View feedback</td>
</tr>
</tbody>
</table>
# Roles Inside an Event

## Attendee’s Role

An event Attendee participates in an event, but generally does not present information.

- View shared documents, presentations, and whiteboards in the content viewer
- View shared applications, web browsers, and screens/desktops
- View shared multimedia web content
- Participate in a poll and chat
- View live video that the presenter sends

**If the event host or presenter grants the appropriate privileges to Attendees, an Attendee can also:**

- Annotate
- Save documents
- Record an event
## Roles Inside an Event

### Polling Coordinator

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manages the poll inside an event</td>
</tr>
<tr>
<td>Prepare poll questionnaire</td>
</tr>
<tr>
<td>Conduct a poll during the event</td>
</tr>
</tbody>
</table>
Inside the Event Manager
Attendees will listen to the Event over VOIP Broadcast Mode unless you give them privileges to dial in.
Managing Participants
Managing Participants

Change Role To

- Right Click a Panelists’ Name
- Change Role To ➔
  - Presenter
  - Panelists
  - Attendee
  - Host
  - Polling Coordinator

*Attendees must be promoted to Panelist before they can become a Presenter
Managing Participants

Feedback and Feedback Results

[Image of a software interface showing feedback results with options like Yes, No, Too Fast, Too Slow, Applause, Laughter, and buttons to send feedback or close the window.]
Managing Participants

Attentiveness Tracker

- Attention is tracked if the Attendee is activity clicked inside the Event window
- WebEx will track the ratio of attentiveness and give a % on the Usage Report at the end of your event
Managing Participants

Assign Privileges To ➔
Managing Participants

Assign Privileges To ➔

Attendee Privileges

Panelist Privileges
Managing the Q&A
Managing the Q&A

Receiving a Question

Only Panelists will be able to view the Questions
Managing the Q&A

Managing the Question – Assign to

Assign questions to Panelists
• Right Click a Question
• Assign To →
• Select a Panelists Name
Managing the Q&A

Managing the Question – Priority

Prioritize questions based on level of importance
  - Right Click a Question
  - Priority →
    - High
    - Medium
    - Low
    - Clear
Managing the Q&A

Managing the Question – Defer…
Managing the Q&A

Managing the Question – Dismiss…
Managing the Q&A

Answering a Question

Q: When will the meeting start?

Tuesday at 3pm EST
Managing the Q&A

Managing the Question

- Questions and Answers will become viewable to all once they are answered by the Panelists

- Questions answered privately are only viewable by the Attendee who sent the question
Managing the Q&A

Questions and Answers

[Open Questions and Answers...] will allow you to load your previously saved Q&A into your event
Practice Session
Practice Session

Start a Practice Session

- Attendees outside the practice session cannot see shared content or hear audio from the practice session.
- Attendees can view chat messages from Panelists but cannot send chat messages.
- To communicate with you, attendees can use Feedback or Q&A
Practice Session

Inside a Practice Session
Sharing Content
Multimedia…
Sharing Content

Multimedia…
Media will play on Participant’s individual computers
Instruct participants to double click media box to enlarge to full screen
Summary

Overview and Support
<table>
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<tr>
<th>Topics</th>
<th>Sub-Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling events from your WebEx Microsite</td>
<td>Basic Scheduler</td>
</tr>
<tr>
<td></td>
<td>Advanced Scheduler</td>
</tr>
<tr>
<td></td>
<td>Survey Questions</td>
</tr>
<tr>
<td></td>
<td>Managing Events</td>
</tr>
<tr>
<td></td>
<td>Build a New Program</td>
</tr>
<tr>
<td>Inside the Event Room</td>
<td>Roles inside the Event</td>
</tr>
<tr>
<td></td>
<td>Assigning Privileges</td>
</tr>
<tr>
<td></td>
<td>Managing Q&amp;A</td>
</tr>
<tr>
<td></td>
<td>Starting a Practice Session</td>
</tr>
<tr>
<td>Sharing Content</td>
<td>Multimedia…</td>
</tr>
</tbody>
</table>
## Summary

### 24/7 Customer Care Support

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>(888) 447 - 1119</td>
</tr>
<tr>
<td>North America Toll</td>
<td>+1 (303) 389 - 4018</td>
</tr>
<tr>
<td>Worldwide Customer Care</td>
<td>conf.cfer.com</td>
</tr>
</tbody>
</table>
Thank You