



Events Quick Reference Guide for ConferenceCalls.com Live Meeting powered by Microsoft

Quick Reference Tool for Events (formerly referred to as Registration feature)

This quick reference guide provides the basic steps for creating and scheduling an event using the service.

Before you create an event

- Make sure you have an account with your organization's Microsoft® Office Live Meeting 2007 service conference center. Your account must have Organizer privileges, which allows you to create events and schedule meetings.
- Determine whether the event will consist of scheduled Live Meeting sessions or recorded sessions.
- Gather information that you want to display to invitees about the presenters.
- Decide who you will invite to the event. After you create the event, you can add invitees' e-mail addresses and send invitations.

Optional features to consider

- Decide whether you want to include the following optional information:
 - Registration questions (presented to attendees as they register).
 - Entry questions (presented to attendees as they join the event).
 - Branding (page colors and graphics that display on the event registration and entry pages).
 - Surveys (sent to attendees as a follow-up after the event).
 - Tests (administered during or after the event).

- For detailed information about creating, scheduling, and managing events, refer to the Microsoft Office Live Meeting 2007 Events User Guide.





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Create An Event

You can enter basic event information when creating the event. Later, you can add other details, such as live meetings, recordings, presenter information, surveys, and tests.

STEP 1: Event Basic Section

| Step 1 - Event Basics (Required) | |
|----------------------------------|--|
| Title* | <input type="text"/> |
| Description* | <input type="text"/> |
| This event has* | Live Meetings <input type="button" value="v"/> |
| Registration approval* | Manual <input type="button" value="v"/> |
| Make the event public* | <input type="checkbox"/> |

1. Log into your Live Meeting conference center. On you're **My Home** page, click **Events**.
2. Click **New Event**.
3. Enter a **Title** and **Description**. Then complete the following as appropriate:
 - In **The event has**, select **Live Meetings** or **Recorded Sessions**.
 - In **Registration approval**, select **Automatic** or **Manual** (requires you to approve registrants).
 - Select **Make the event public** to allow attendees from outside your conference center.

STEP 2: Event Details Section

| Step 2 - Event Details | |
|--------------------------------------|----------|
| Description | Assigned |
| Registration Form | Yes |
| E-mail Notifications | Yes |
| Entry Questions | Yes |
| Event Branding | Yes |
| Surveys | No |

Click the following as appropriate:

- Registration Form** to add questions that people see as they register. Select from the list or add new questions (see "Question Types").
- E-mail Notifications** to send notifications to attendees or presenters, or to send alerts to yourself (see "E-mail Notification Types").
- Entry Questions** to create entry questions that display for the attendees immediately after they join the meeting (see "Question Types").
- Event Branding** to add visual elements to the registration and entry pages for the event, including page colors and graphics.
- Surveys** to send a follow-up survey to people who attended the event (see "Question Types").
- Surveys** to send a follow-up survey to people who attended the event (see "Question Types").



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E-mail Notification Types

When creating an event, in Step 2 - Event Details, you can set up six kinds of e-mail notifications, as described in Table 3.

Table 3. E-mail notifications

| Notification Type | Description |
|---|---|
| Confirmation | Send confirmation and reminder to approved registrants. Include pre-meeting reading material. |
| Registrant Denial | Inform registrants that their registration was denied. |
| Presenter | Send meeting pointers and event details to presenters. |
| Pending Requests | Receive alerts when there are pending requests. |
| Post meeting note to attendees | Send notifications after the meeting is over. Include surveys, thank you notes, and so on. |
| Post meeting note to non-attendees | Send notifications after the meeting is over. Include surveys, tests, and so on. |



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Question Types

The question types described in Table 1 are available for registration form questions, entry questions, and surveys.

Table 1. Question types for registration, entry, and survey questions

| Question Type | Description |
|---|--|
| Single answer (Radio Buttons) | Multiple choice question where respondents can choose exactly one response. |
| Multiple answers (Checkboxes) | Multiple choice question where respondents can choose multiple responses. |
| Single line text answer (Text Field) | Respondents can type a single-line response. |
| Multiple lines text answer (Text Field) | Respondents can type a multiple-line response. |
| Post meeting note to attendees | Multiple choice question where respondents can choose one response from a list. |
| Post meeting note to non-attendees | Multiple choice question where respondents can choose multiple responses from a list by holding down the CTRL key. |

The question types described in Table 2 are available for tests.

Table 2. Question types for tests

| Question Type | Description |
|-------------------|--|
| Multiple select | Multiple choice question where respondents can choose multiple responses. |
| Single select | Multiple choice question where respondents can choose exactly one response. |
| Fill in the blank | You specify the correct word or phrase in brackets [] to complete a sentence. The answer that the respondent types must match the correct answer. |
| True/False | Respondents can answer "True" or "False." |



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STEP 3: Event Meetings (or Event Recordings) section

Click the following as appropriate:

- If the event has recorded sessions, click **Add** to add a recording or a live meeting to the event.

| Step 3 - Event Recordings (Required to publish event) | |
|---|--------|
| Add | Remove |
| Click on Add to add a recording. | |

- If the event has live meetings, click New Meeting to schedule live meetings for the event.

| Step 3 - Event Meetings (Required to publish event) | |
|---|--------|
| New Meetings | Delete |
| Click on New Meetings to create a meeting. | |



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Create an Event (continued)

Step 4: Meeting Elements or Recording Elements

| Step 4 - Recording Elements | |
|-----------------------------|----------|
| Description | Assigned |
| Event Presenters | Yes |
| Meeting Handouts | No |
| Tests | Yes |

| Step 4 - Recording Elements | |
|-----------------------------|----------|
| Description | Assigned |
| Tests | Yes |

Click the following, as appropriate:

- Event Presenters (only for events with Live Meetings) to add profiles about the presenters for each Live Meeting session. Presenter profiles appear in e-mail invitations and on the registration page. You can add a new presenter profile or insert an existing one.
- Meeting Handouts (only for events with Live Meetings) to add handouts to the Live Meeting sessions that attendees can download during the sessions.
- Tests to create tests that can be administered to attendees during or after the event.

Preview and Publish the Event

You should not publish an event until all details for the event are prepared and ready for registrants to use, including meetings, registration forms, presenters, and surveys. At a minimum, the meeting must have associated meetings or recordings, before you can publish the event.

To preview and publish the event

1. On the My Home page, click Events. In the drop-down view list, select Unpublished or All.
2. Click the event title. The Event Summary page appears.
3. To preview the event, point to Preview, and then click Registration Page, Entry Page, or Survey. Click Back.
4. To publish the event, click Publish Now.



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Send Invitations for the Event

After you create the event, you can send e-mail invitations to potential attendees. The e-mail invitation includes the event title and description, presenter profiles (if entered), and a link to the registration page. You can send invitations before the event is published, but invitees can register only after the event is published.

To send e-mail invitations for the event

1. On the Events page, find the event for which you want to send invitations.
2. In the list of events, click the title of the event.
3. On the Event Summary page, point to Send E-mail, and then click Send Invites.
4. On the Send E-mail Invitations page, in the To text box, type the recipients' e-mail addresses. Separate multiple addresses with a comma (,) or a semi-colon (;).
5. In the Subject text box, type a subject.
6. In the Message text box, type a message.
7. To preview the invitation, click Preview. Click Done.
8. To send the invitation, click Send.

Manage Registration

If you selected automatic registration approval, Live Meeting automatically approves each registrant. If you selected manual registration approval, registrants are added to a pending list for the event, and you manually approve or deny each registrant individually.

When a participant's registration is approved, Live Meeting automatically sends a confirmation e-mail that contains a Join Meeting link for the registrant to join the event.

To manually approve or deny registrants for an event

1. On the Events page, find the event for which you want to approve or deny registrants. In the Pending Approvals column, click the number (this is the number of registrations that are pending approval).
2. Select the registrants you want to approve, and then click Approve.
3. Select the registrants you want to deny, and then click Reject.
4. Click Done.



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Find and Edit Existing Events

Use the Events page to find all of your events. By default, the Events page shows upcoming events (published events with at least one upcoming meeting), but you can change this view.

To find events

1. Log into your Live Meeting conference center.
2. On the **My Home** page, click **Events**.
3. On the **Events** page, select one of the following options:
 - **Past.** Displays events with past meetings, events without associated meetings, and events with recorded sessions.
 - **Unpublished.** Displays events that have not yet been published.
 - **All.** Displays all published and unpublished events.

Events

Your scheduled events are listed below. You can view your upcoming events, past events, unpublished events, or all of your events. To search for events by date or that contain specific text, click Find. To create a new event, click New Event. To add event resources including presenters, tests, or surveys, click Libraries.

All 1-8 of 8 | Show: 10

| | New Event | Edit Event | Delete | Find |
|--------------------------|--------------------------|------------|--------|------------------|
| <input type="checkbox"/> | Title | | | Organizer |
| <input type="checkbox"/> | All Hands Meeting, Feb. | | | Iben Thorell |
| <input type="checkbox"/> | All Hands Meeting, March | | | Iben Thorell |
| <input type="checkbox"/> | Computer Basics, Part I | | | Iben Thorell |
| <input type="checkbox"/> | Computer Basics, Part II | | | Iben Thorell |
| <input type="checkbox"/> | Employee Orientation | | | Iben Thorell |
| <input type="checkbox"/> | Intro to Programming I | | | Iben Thorell |
| <input type="checkbox"/> | New Employee Training | | | Iben Thorell |

To view event details

- Under the Title column, click the event title. The Event Summary page for that event appears.

To edit an event

- Select the check box next to the event, and then click Edit Event.