About Events & Attendee Portals

- What is a portal?

- What is a Live with Archive event?

- What is an On-Demand event?

- What is a Simulated Live event?

What is a portal?

A *portal* is a website that you set up to host multiple events, replays, and other content from a single link. With a portal, your visitors register one time and can attend any of the events on the portal. Reporting is similar to event reports, except the results include all events on the portal.

To create a portal, sign in to the Webcast Admin portal. At the top right of the **My Events** tab, click **Create New Portal**. Create the events first and then in portal setup, select the events you would like to include.

This article is an introduction to portals and provides some examples.

Portal basics

Every portal includes a registration page and a list of events. You can include all types of events: Live, Simulated Live, and On-Demand (or replays). You can also host breakout sessions in any meeting app of your choice; just add the meeting URL.

You can choose from different layouts to set up the registration page. Similar to event setup, you can use branding to customize colors, add logos, add background images, and more. For the portal itself, there are several layouts for listing your events, as well as grouping options to organize the events.

Organize your events

On a portal, the list of events is called an *agenda* or schedule. Each event linked to the portal agenda is a *segment*.

- On the Portal Layout tab, choose how your portal will look once a visitor signs in.

- On the Manage Segments tab, select the events and breakout sessions to include on the portal agenda and sort them.

The portal sorts events by their scheduled date and time. Depending on the layout you select, you can use automatic grouping to further group events into tabs with their scheduled date or you can create your own custom *categories* (called *tracks*).

- The Simple List layout is just as it sounds - a list of events, sorted by date and time. For automatic grouping, select a different layout.

- The other layouts add visual elements like expandable accordions and tabs to group events. On the Manage Segments tab, create categories and assign events to them or group events automatically by date. The category names or dates display on the accordions, tabs, etc.

- Show checkboxes on Registration is available for Simple List and Custom layouts only. Select this option to allow viewers to select which events they would like to access.
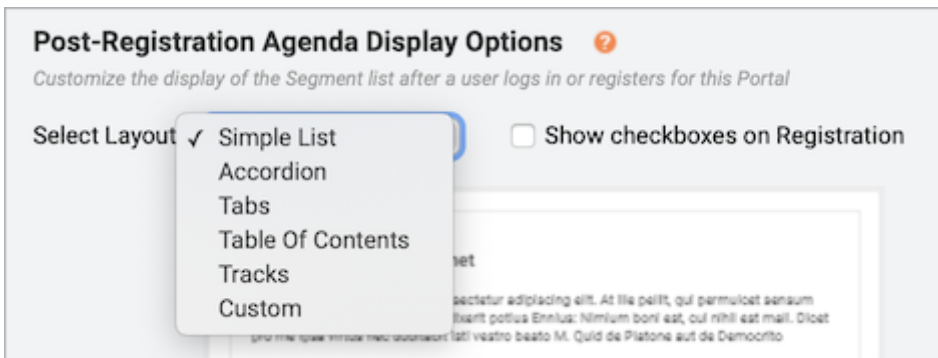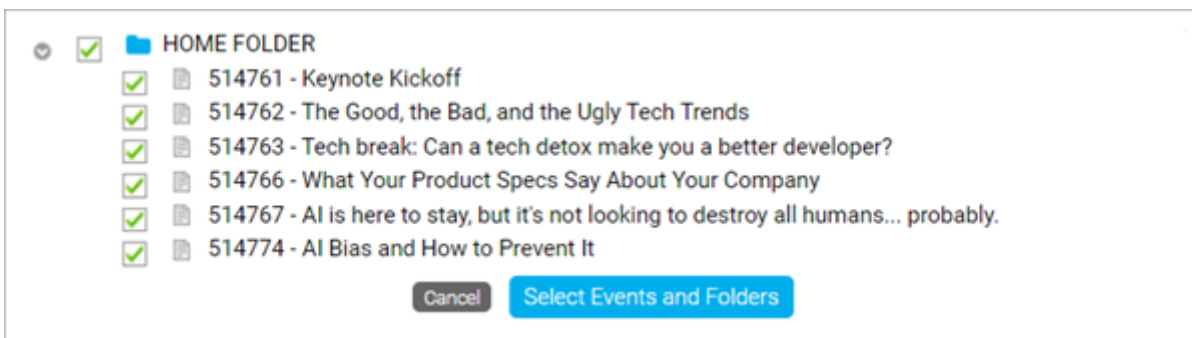

Example 1 - Simple list of events

This example sets up a portal with six events and two breakout sessions for the same date, sorted by time.

- Layout: Simple List

- Automatic Grouping: None (not available with Simple Layout)

- Categories: None (not available with Simple Layout)

On the Manage Segments tab, click **Add Segments** and select the events to include.

The resulting portal looks like this.

Example 2 - Events organized into tabs by date

This example sets up a portal with six events and two breakout sessions per date. They are grouped into tabs by their scheduled date. The portal displays the dates on the tabs.

- Layout: Tabs

- Automatic Grouping: Broadcast date tabs

- Categories: None

On the Manage Segments tab, click **Manage Categories** to access the automatic sorting options. You don't have to create any categories.

The resulting portal looks like this.
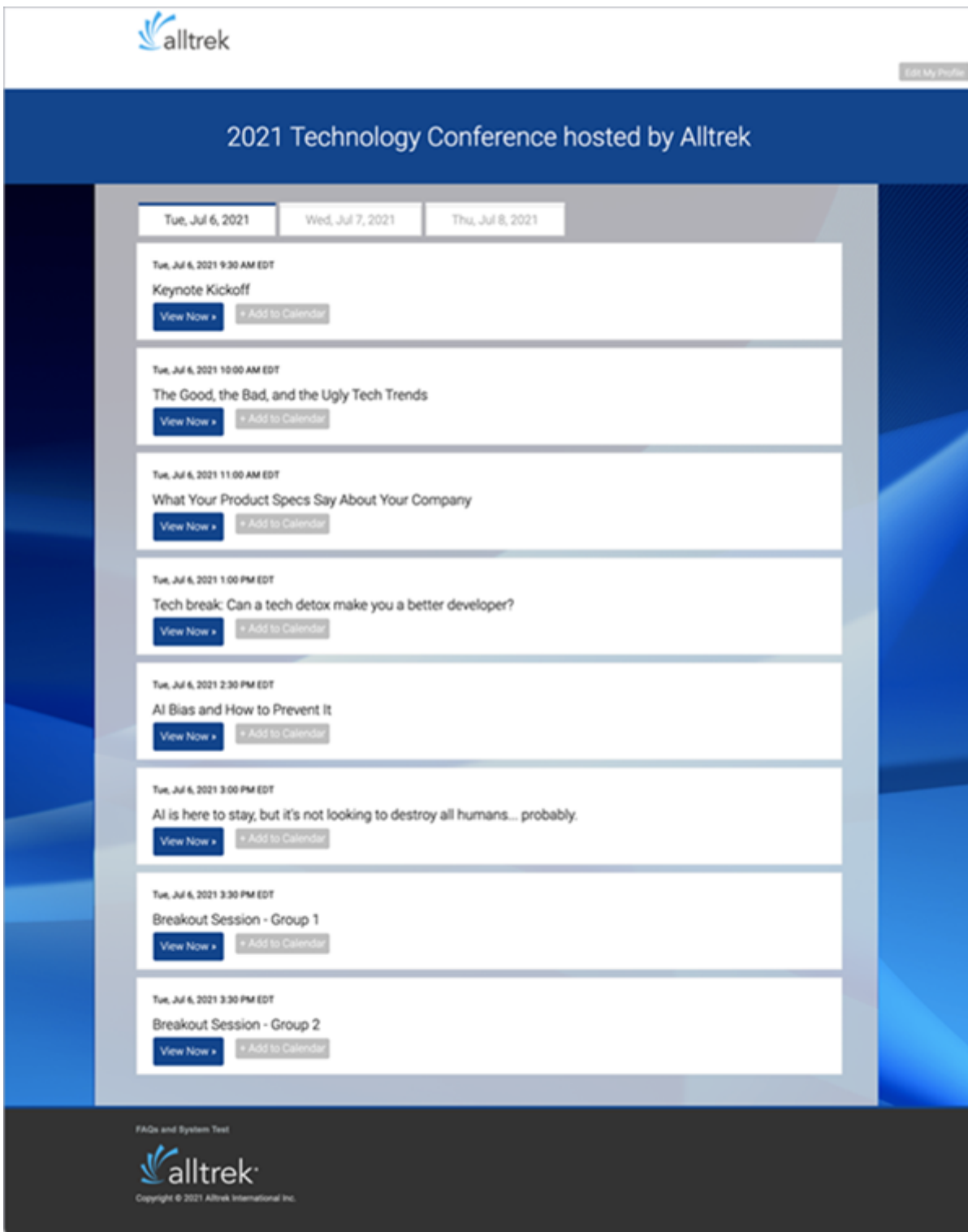
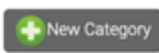# Example 3 - Events organized by categories (tracks)

This example sets up a portal with six events and two breakout sessions per date. They are grouped into three custom categories. The portal displays the category names on the tabs.

- Layout: Tabs

- Automatic Grouping: None

- Categories: Yes

On the Manage Segments tab, click **Manage Categories** to set up the categories. Then assign the events to the categories you created.

The resulting portal looks like this:

2021 Technology Conference hosted by Alltrek

Day 1: Trends	Day 2: Cybersecurity	Day 3: New Technologies

Tue, Jul 6, 2021 9:30 AM EDT

Keynote Kickoff

View Now » + Add to Calendar

Tue, Jul 6, 2021 10:00 AM EDT

The Good, the Bad, and the Ugly Tech Trends

View Now » + Add to Calendar

Tue, Jul 6, 2021 11:00 AM EDT

What Your Product Specs Say About Your Company

View Now » + Add to Calendar

Tue, Jul 6, 2021 1:00 PM EDT

Tech break: Can a tech detox make you a better developer?

View Now » + Add to Calendar

Tue, Jul 6, 2021 2:30 PM EDT

AI Bias and How to Prevent It

View Now » + Add to Calendar

Tue, Jul 6, 2021 3:00 PM EDT

AI is here to stay, but it's not looking to destroy all humans... probably.

View Now » + Add to Calendar

Tue, Jul 6, 2021 3:30 PM EDT

Breakout Session - Group 1

View Now » + Add to Calendar

Tue, Jul 6, 2021 3:30 PM EDT

Breakout Session - Group 2

View Now » + Add to Calendar

What is a Live with Archive event?

Live with Archive events are presentations broadcast from a **Live Acquisition Source** and automatically recorded for On-Demand access. The archived recording will be an exact copy of the live event, including the slides, surveys, and other content from the original presentation. Archives are posted at the same link as the live event and are typically available within one (1) hour of the event's conclusion. An email confirmation will be sent to the event administrator once the archive is available for viewing.

What is an On-Demand event?

On-Demand events can be an archive of a Live event or an On-Demand only event. On-Demand only events can be created by uploading existing media file(s) or, for audio events, audio can be recorded by phone using the **On-Demand Studio**. On-Demand events are available for viewers to watch at any time.

What is a Simulated Live event?

If enabled on your account, you may see **Simulated Live** listed as an **Event Type**. Simulated Live allows for previously recorded or uploaded content to be broadcast to viewers at a selected date and time, appearing as if the content is live. This allows you to pre-record and edit your content in advance but still give viewers the experience of a live presentation.

When creating a new event as **Simulated Live**, you'll need to choose to **Record Media** or **Upload Media Files** as your SimLive Source. **Record Media** requires you to schedule a date and time for the Simulated Live content to be recorded. Like a Live event, you'll use the **Live Studio** to record the content that will be rebroadcast to viewers. **Upload Media Files** requires previously recorded content to be uploaded and assembled. Like an On-Demand event, you'll use the **SimLive Studio** to upload, assemble and publish content that will be rebroadcast to viewers.

Once content is recorded or published, use the **Event Settings and Schedule** page to schedule the Simulated Live broadcast. Click **Schedule a New Broadcast** and select the date and time for the broadcast. Previous Simulated Live broadcasts will be listed here. After a scheduled broadcast takes place, the event will be accessible (as an **Archived** or **On-Demand** event) until a new Simulated Live broadcast is scheduled.

To re-purpose existing Archived or On-Demand events, visit the **Event Settings and Schedule** page and click **Convert to SimLive** next to the **Event Type**. Then, click **Schedule a New Broadcast** and select the date and time for the broadcast. After a scheduled broadcast takes place, the event will be accessible (as an **Archived** or **On-Demand** event) until a new Simulated Live broadcast is scheduled.