

# Event Setup & Scheduling

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# Create and schedule a Live event

Live events are broadcast live at the date and time you schedule. When setting up a Live event, choose how presenters will speak to the audience (on- or off-camera), the length of the event, and the maximum number of attendees allowed.

**Note:** The event can be from 30 minutes to 8 hours long and can be scheduled at any 5-minute interval on the hour (9:00, 9:05, 9:10, etc.).

## To schedule a Live event:

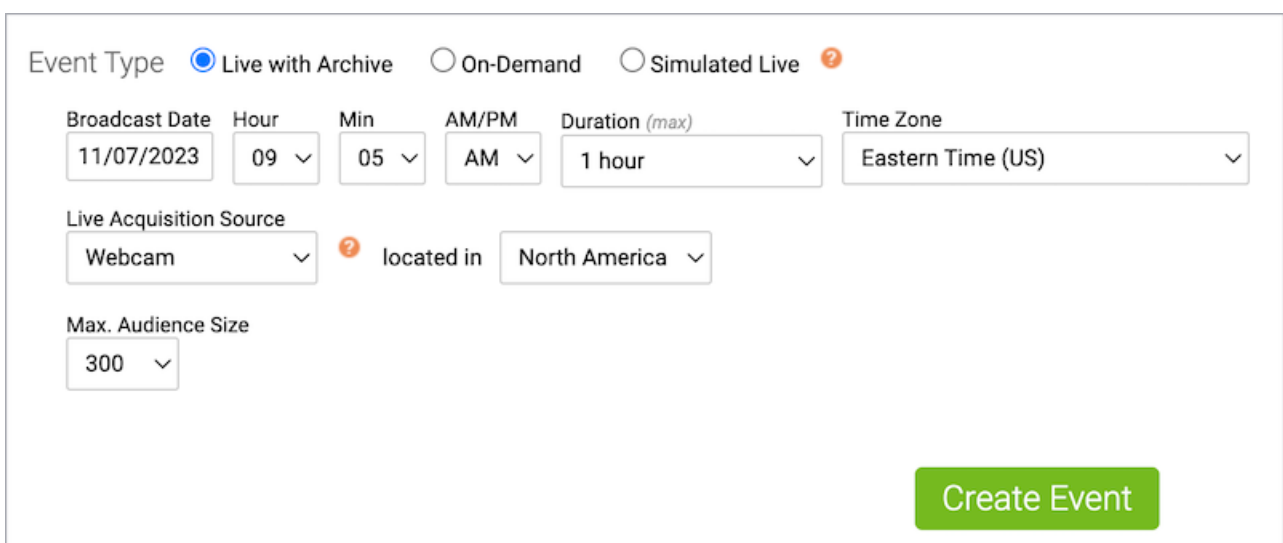
1. In the Webcast Admin portal, at the top of the page, click **+ Create New Event**.



2. On the Event Settings tab, enter the event name.

A screenshot of the 'Event Settings' form. The 'Event Details' tab is selected. The 'Event Name' field is a text input box containing the text 'Keynote Kickoff'.

3. Next to Event Type, select **Live with Archive**.

A screenshot of the 'Event Settings' form, specifically the 'Event Type' section. The 'Live with Archive' radio button is selected. Below this, there are fields for 'Broadcast Date' (11/07/2023), 'Hour' (09), 'Min' (05), 'AM/PM' (AM), 'Duration (max)' (1 hour), and 'Time Zone' (Eastern Time (US)). There is also a 'Live Acquisition Source' section with a 'Webcam' dropdown and a 'located in' dropdown set to 'North America'. A 'Max. Audience Size' dropdown is set to '300'. A green 'Create Event' button is at the bottom right.

4. Select the event date and time, duration, and time zone.

5. For the Live Acquisition Source, select how presenters will broadcast on the day of the event. If you're broadcasting audio only, select **Telephone**. If presenters will broadcast live video, select **Webcam**, **Video Bridge**, or another source, and then select the location you'll be broadcasting from.
6. For Max. Audience Size, select the number of people you expect to attend the event. Access will be limited to this number of simultaneous live viewers.
7. Once the event details are complete, at the bottom of the Event Settings tab, click **Create Event** to proceed with the setup process.

# Create an On-Demand event

On-Demand events are recordings that can be watched at any time. When setting up an On-Demand event, select whether the primary media clips (typically presenter narration) you plan to include are audio or video files. This Media setting affects what you can upload to the event and present in the video player (headshots with audio or videos) and the video player size (on the Player & Branding tab). You can include overlay videos regardless of the Media type you select.

After creating the event, go to the Event Content tab to upload your primary media clips, slide decks, videos, and other content you'll share in the event. Then, open the On-Demand Studio and assemble your event. To learn more about uploading clips and assembling the event, see:

- [Upload audio clips for use in a recorded event](#)
- [Upload videos for use in a recorded event](#)
- [Assemble or edit an event recording](#)

**Note:** The event can be from 30 minutes to 8 hours long.

Jump to: [Create an On-Demand event](#) | [Allow attendees to view the event](#)

# Create an On-Demand event

## To create an On-Demand event:

1. In the Webcast Admin portal, at the top of the page, click **+ Create New Event**.



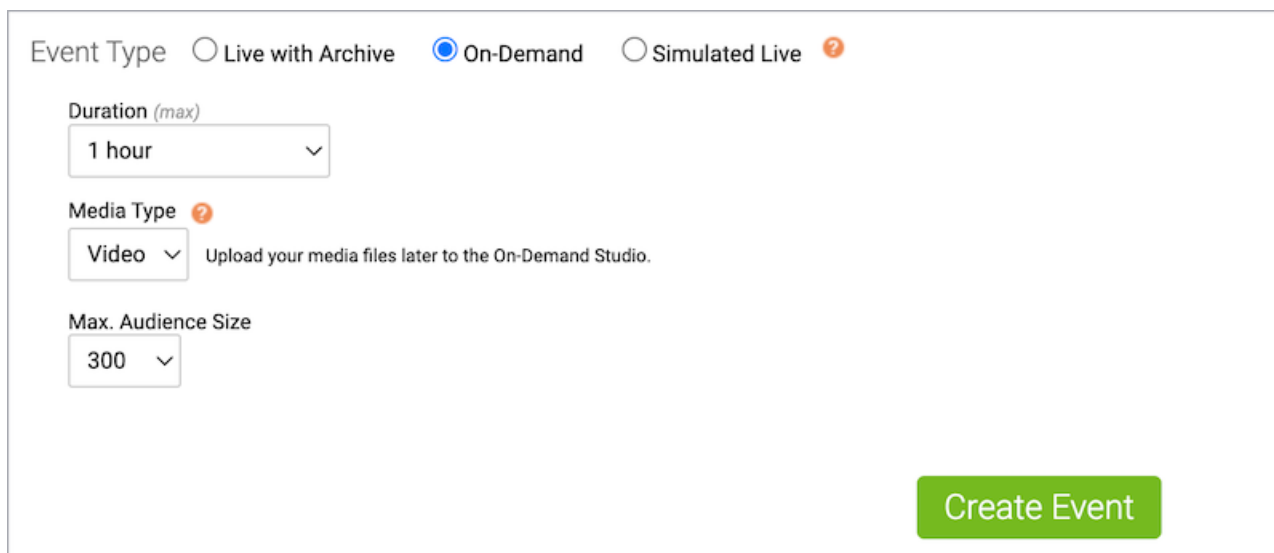
2. On the Event Settings tab, enter the event name.

### Event Settings

[Event Details](#)

Event Name

3. Next to Event Type, select **On-Demand**.



The screenshot shows a form titled 'Event Type' with three radio button options: 'Live with Archive', 'On-Demand' (which is selected), and 'Simulated Live'. Below the radio buttons are three dropdown menus: 'Duration (max)' set to '1 hour', 'Media Type' set to 'Video' with a note 'Upload your media files later to the On-Demand Studio.', and 'Max. Audience Size' set to '300'. A green 'Create Event' button is located at the bottom right of the form.

4. Select the event duration.

5. Select the type of media you'll be uploading as the primary event content. This affects the size of the video player (on the Player & Branding tab). If you will upload:

- Audio files to play while displaying presenter headshots in the video player, select **Audio**.
- Video files to use as presenter video in the video player, select **Video**.

6. For the Max. Audience Size, select the number of people you expect to watch the recording at one time. Access to your event will be limited to this specified number of simultaneous viewers.

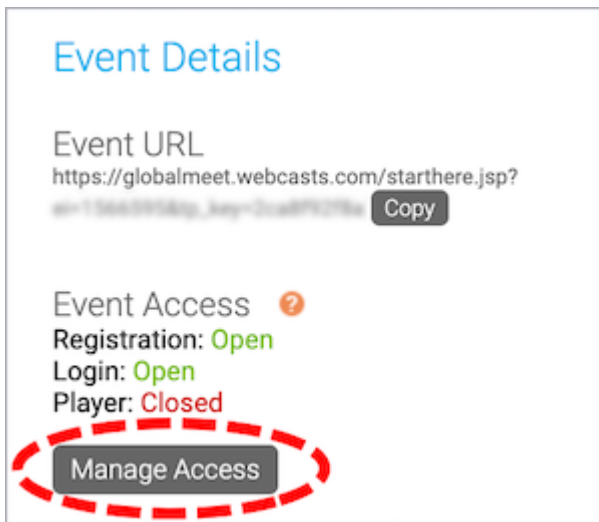
7. Once the event details are complete, at the bottom of the Event Settings tab, click **Create Event** to proceed with the setup process.

## Allow attendees to view the event

Once the event is ready for viewing, make sure to allow attendees to access the event. By default, the event window is closed to attendees to prevent them from viewing the event before it has been assembled.

**To allow attendees to access the event:**

1. Go to the Event Summary tab.
2. In the Event Details section, under Event Access, click **Manage Access**.



3. On the Manage Event Access window, set the Player to **Open**.

A screenshot of the 'Manage Event Access' window. At the top, it says 'Player' with a question mark icon. Below that is a green 'OPEN' button with a toggle switch. To the right is a 'Scheduled to close on' field with the date '12/30/2023', followed by 'at' and time dropdowns for '09', '00', and 'AM', and a 'Clear' button. Below this is the 'On-Demand Player Closed Message' section with a 'Customize Message' button. A text area contains the message 'Entry to the presentation is not available at this time.' At the bottom are 'Cancel' and 'Save Changes' buttons.

4. Optional. Set the player to close at a scheduled date and time and update the message attendees see when they join the event when the player is closed.
5. Click **Save Changes**.

# Create and schedule a Simulated Live event

Simulated Live events are recordings that are broadcast at the date and time you schedule. You can create a Simulated Live event with pre-recorded media that you upload or schedule a recording session to capture the event content. Either way, you'll use the Simulated Live Studio to finalize and publish the event.

Once the recording is ready, schedule the broadcast. You can re-broadcast a Simulated Live event. After the first Simulated Live broadcast is over, go back to the Event Settings tab and schedule another broadcast.

**Note:** The event can be from 30 minutes to 8 hours long.

Jump to: [Create a Simulated Live event with pre-recorded media](#) | [Create and record a Simulated Live event](#) | [Schedule a Simulated Live broadcast](#)

## Create a Simulated Live event with pre-recorded media

When setting up a Simulated Live event with pre-recorded media, select whether the primary media clips (typically presenter narration) you plan to include are audio or video files. This Media setting affects what you can upload to the event and present in the video player (headshots with audio or videos) and the video player size (on the Player & Branding tab). You can include overlay videos regardless of the Media type you select.

After creating the event, go to the Event Content tab to upload your primary media clips, slide decks, videos, and other content you'll share in the event. Then, open the Simulated Live Studio and assemble your event. To learn more about uploading clips and assembling the event, see:

- [Upload audio clips for use in a recorded event](#)
- [Upload videos for use in a recorded event](#)
- [Assemble or edit an event recording](#)

### To create a Simulated Live event and upload pre-recorded media:

1. In the Webcast Admin portal, at the top of the page, click + **Create New Event**.



2. On the Event Settings tab, enter the event name.

3. Next to Event Type, select **Simulated Live**.

4. Next to SimLive Source, select **Upload Media Files**.
5. Select the event duration.
6. Select the type of media you'll be uploading as the primary event content. This affects the size of the video player (in the Player & Branding tab). If you will upload:
  - Audio files to play while displaying presenter headshots in the video player, select **Audio**.
  - Video files to use as presenter video in the video player, select **Video**.
7. For the Max. Audience Size, select the number of people you expect to attend the event when it is live. Access to your event will be limited to this specified number of



simultaneous viewers.

**Note:** You can update the number of attendees when scheduling the Simulated Live broadcast.

8. Once the event details are complete, at the bottom of the Event Settings tab, click **Create Event** to proceed with the setup process.

## Create and record a Simulated Live event

When setting up a Simulated Live event with a recording session, schedule the session, upload content, and on the day of the session, use the Live Studio to record the event. When the recording is complete, you'll be able to edit it in the Simulated Live Studio. To learn more about editing the recording, see [Assemble or edit an event recording](#).

### To create a Simulated Live event and schedule a recording session:

1. In the Webcast Admin portal, at the top of the page, click + **Create New Event**.



2. On the Event Settings tab, enter the event name.

A screenshot of the 'Event Settings' form. The 'Event Details' section is visible, showing a text input field for 'Event Name' which contains the text 'Keynote Kickoff'. To the left of the form is a placeholder image box with the text 'image not found'.

3. Next to Event Type, select **Simulated Live**.



Event Type ☐ Live with Archive ☐ On-Demand ☒ Simulated Live ?

SimLive Source ☒ Record Media ☐ Upload Media Files

Capture Date  Hour  Min  AM/PM  Duration *(max)*  Time Zone

Capture Acquisition Source  ? located in

Max. Audience Size

[Create Event](#)

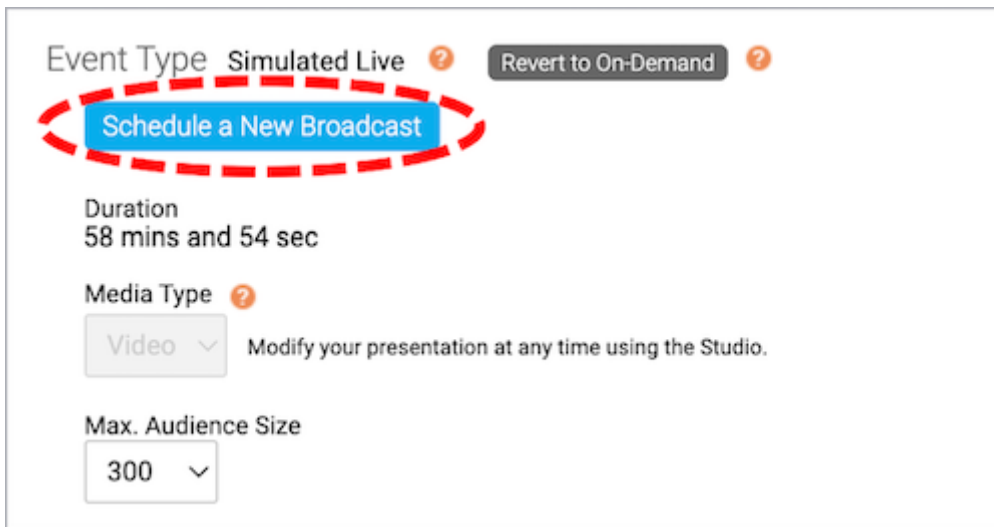
4. Next to SimLive Source, select **Record Media**.
  5. Select the date and time, duration, and time zone for the recording session.
  6. For the Capture Acquisition Source, select how presenters will broadcast on the day of the recording session. If you're broadcasting audio only, select **Telephone**. If you plan to broadcast live video, select another broadcast type and select the location you'll be broadcasting from.
  7. For the Max. Audience Size, select the number of people you expect to attend the event when it is live. Access to your event will be limited to this specified number of simultaneous viewers.
- Note:** You can update the number of attendees when scheduling the Simulated Live broadcast.
8. At the bottom of the Event Settings tab, click **Create Event** to proceed with the setup process.

## Schedule a Simulated Live broadcast

Once your recording has been finalized and published in the Simulated Live Studio, schedule when you want the event to be broadcast. Once you schedule a broadcast, attendees can access the event, but the recording won't be played until the scheduled date and time.

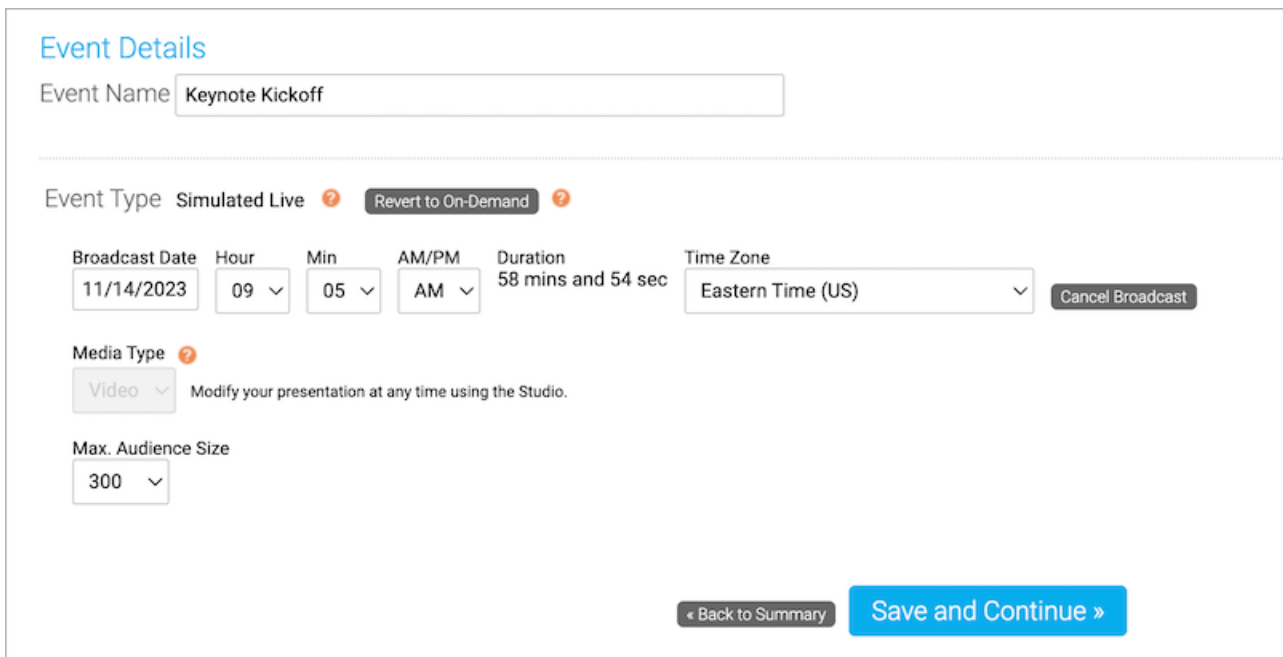
**To schedule a Simulated Live broadcast:**

1. Go to the **Event Settings** tab for the event and under Event Type, click **Schedule a New Broadcast**.



The screenshot shows the 'Event Settings' interface. At the top, 'Event Type' is set to 'Simulated Live' with a help icon. A button labeled 'Revert to On-Demand' is next to it. Below this, a blue button labeled 'Schedule a New Broadcast' is circled with a red dashed line. Underneath, the 'Duration' is '58 mins and 54 sec'. The 'Media Type' is 'Video' with a help icon and a note: 'Modify your presentation at any time using the Studio.' The 'Max. Audience Size' is set to '300'.

2. Select the event date and time and time zone.



The screenshot shows the 'Event Details' form. The 'Event Name' is 'Keynote Kickoff'. Below this, the 'Event Type' is 'Simulated Live' with a help icon and a 'Revert to On-Demand' button. The 'Broadcast Date' is '11/14/2023', 'Hour' is '09', 'Min' is '05', and 'AM/PM' is 'AM'. The 'Duration' is '58 mins and 54 sec'. The 'Time Zone' is 'Eastern Time (US)'. There is a 'Cancel Broadcast' button. Below this, the 'Media Type' is 'Video' with a help icon and a note: 'Modify your presentation at any time using the Studio.' The 'Max. Audience Size' is '300'. At the bottom, there are two buttons: '« Back to Summary' and 'Save and Continue »'.

3. Optional. If the number of people attending the broadcast is different from the number you selected when creating the event, update the Max. Audience Size.
4. Click **Save and Continue**.

After you broadcast a Simulated Live event, it is added to the list of previous broadcasts above the **Schedule a New Broadcast** button. The event in this example has been broadcast two times.

Event Type Simulated Live ?

Revert to On-Demand ?

Previous SimLive Broadcasts:

- Fri, Aug 5, 2023 1:30 PM EDT
- Fri, Aug 5, 2023 10:30 AM EDT

Schedule a New Broadcast

# Accessing events and attendee portals in China

Due to internet restrictions on China, some viewers may have trouble accessing the standard Event URL for a presentation. For viewers in China, the Event URL can be updated to allow them access to a local Chinese server. Please refer to the example below, which has the required update **highlighted**. The link needs to be updated to replace "webcasts.com" with "cnwebcasts.cn".

Standard Event URL Example: [https://event.webcasts.com/starthere.jsp?ei=1283888&tp\\_key=2760b09e10](https://event.webcasts.com/starthere.jsp?ei=1283888&tp_key=2760b09e10)

Chinese Event URL Example: [https://event.cnwebcasts.cn/starthere.jsp?ei=1283888&tp\\_key=2760b09e10](https://event.cnwebcasts.cn/starthere.jsp?ei=1283888&tp_key=2760b09e10)

This update will work for all Live, On-Demand, or Simulated Live presentations. Both links will point to the same event and all users show up in one report. You will not need to run two events, just distribute the appropriate link to your audience based on their viewing location.

This also works for portals. When you provide a China-based link for the portal, the change flows down to all linked events. All events accessed from that alternate portal link automatically go to a China-based event URL.

# Change a Simulated Live event from live acquisition to pre-recorded content

If you schedule a Simulated Live event to be recorded and then decide you'd rather upload pre-recorded media, you cannot convert the event directly. Instead:

- Before you begin, create a custom calendar reminder for the actual broadcast date and update the event landing page.
- Run the event briefly to create an archive that you can edit.
- Open the archive in the SimLive Studio where you can upload media and assemble and publish the event.
- Go back to the Event Settings tab and schedule the Simulated Live broadcast.
- Finally, set up follow-up emails to act as event reminders for registered attendees. For more information, see [Send reminder emails for a converted Simulated Live event](#).

This article walks you through the process.

Jump to: [Before you begin](#) | [Run and archive the event](#) | [Upload pre-recorded content and publish](#) | [Schedule the broadcast](#)

## Before you begin

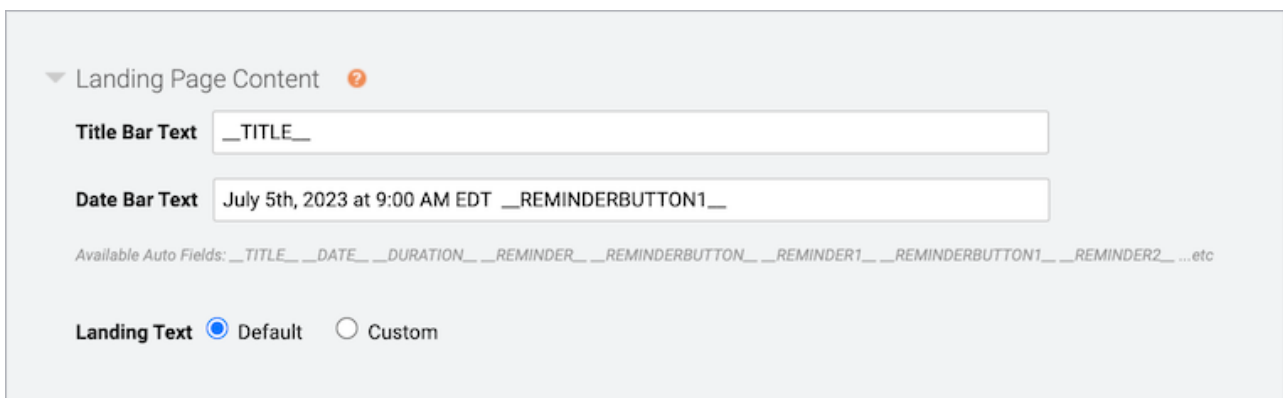
The original + Add to Calendar button has the wrong date and time. Create a custom calendar reminder and replace the `__REMINDERBUTTON__` auto-field with the auto-field for the custom reminder (for example, `__REMINDERBUTTON1__`). To learn more, see custom calendar reminders in [Auto-fields for event landing pages](#).

Before you run the event, manually set the event date and time on the landing page so attendees can continue to register and make sure the event window stays closed while you're editing.

The event date and time on the landing page will change as you work with the event. To avoid confusion, manually set the event date and time and optionally, update the + Add to Calendar button.

## To update the event date and time on the landing page:

1. On the left panel, click the **Registration** tab.
2. In the Customize Event Landing Page section, open the Landing Page Content section, and next to Date Bar Text, delete the \_\_DATE\_\_ and \_\_REMINDERBUTTON\_\_ auto-fields.
3. In the Date Bar Text field, enter the date and time the event will be broadcast, followed by the \_\_REMINDERBUTTON#\_\_ auto-field for the custom calendar reminder you created.



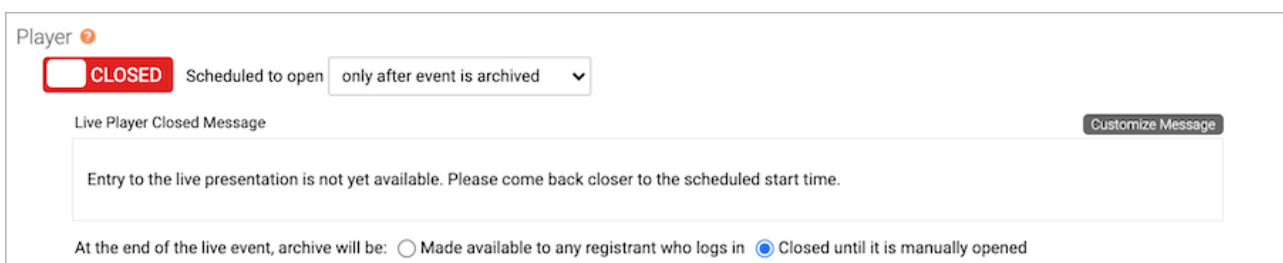
The screenshot shows the 'Landing Page Content' section with a dropdown arrow and a help icon. It contains two text input fields: 'Title Bar Text' with the placeholder '\_\_TITLE\_\_' and 'Date Bar Text' with the text 'July 5th, 2023 at 9:00 AM EDT \_\_REMINDERBUTTON1\_\_'. Below these fields is a line of text listing available auto-fields: '\_\_TITLE\_\_ \_\_DATE\_\_ \_\_DURATION\_\_ \_\_REMINDER\_\_ \_\_REMINDERBUTTON\_\_ \_\_REMINDER1\_\_ \_\_REMINDERBUTTON1\_\_ \_\_REMINDER2\_\_ ...etc'. At the bottom, there is a 'Landing Text' section with two radio buttons: 'Default' (which is selected) and 'Custom'.

4. Click **Save and Continue**.

## To close the event window to attendees:

Because the event is a Simulated Live recording, the player is set to Closed until it is archived. Change the setting so that it remains closed until you are finished editing and publishing.

1. On the left panel, click the **Event Summary** tab.
2. Under Event Access, click **Manage Access**.
3. Next to At the end of the live event, archive will be, select **Closed until it is manually opened**.



The screenshot shows the 'Player' settings section with a help icon. It features a 'CLOSED' status indicator, a 'Scheduled to open' dropdown menu set to 'only after event is archived', and a 'Live Player Closed Message' text area containing the message 'Entry to the live presentation is not yet available. Please come back closer to the scheduled start time.' To the right of the message is a 'Customize Message' button. At the bottom, there is a section 'At the end of the live event, archive will be:' with two radio buttons: 'Made available to any registrant who logs in' and 'Closed until it is manually opened' (which is selected).

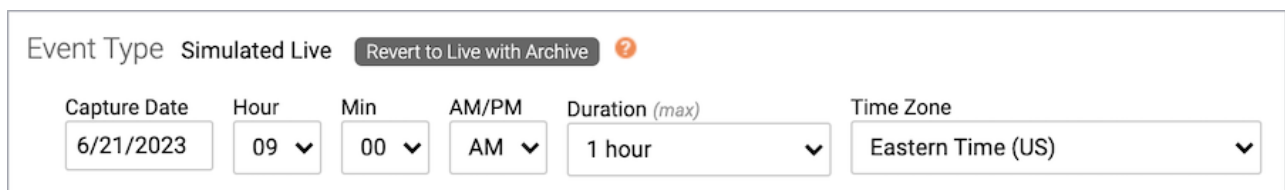
4. Click **Save Changes**.

## Run and archive the event

To create an archive that you can edit, run the event briefly. When you're ready, set the event date to the current day and time, and then start the broadcast.

### To archive the event:

1. On the left panel, click the **Event Settings** tab.
2. Under Event Type, schedule the event to be captured immediately and click **Save and Continue**.



The screenshot shows the 'Event Settings' form. At the top, 'Event Type' is set to 'Simulated Live' with a button 'Revert to Live with Archive' and a help icon. Below, the 'Capture Date' is '6/21/2023', 'Hour' is '09', 'Min' is '00', 'AM/PM' is 'AM', 'Duration (max)' is '1 hour', and 'Time Zone' is 'Eastern Time (US)'. Each field has a dropdown arrow.

3. On the Event Summary tab, under Run My Event, click **Launch Live Studio**.
4. In the Live Studio, start the event, let the event run for a few minutes, and then end it. Once you end the event, it will automatically be archived.

## Upload pre-recorded content and publish

Wait until the event is archived, then launch the SimLive Studio, upload media files, organize them on the event timeline, and finally publish the event.

**Note:** You can also upload media on the Event Content tab. Again, wait until archiving finishes or you will only be able to upload overlay videos.

### To upload pre-recorded content:

1. On the Event Summary tab, under Run My Event, click **Launch SimLive Studio**.
2. Delete the content from the broadcast that created the archive. Under Event Timeline, right-click Live Clip 1 and click **Remove Clip**.

A warning message is displayed asking if you really want to delete the clip. Click **Yes**.

3. Upload videos and audio files to the event.



4. Drag the clips you uploaded to the event timeline and then click **Publish All Changes**.

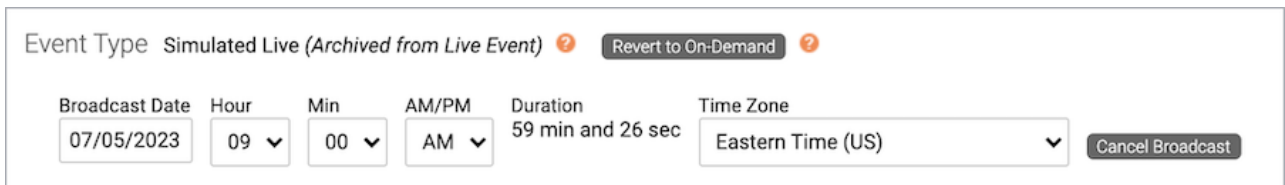
You'll receive an email when the event has been published.

## Schedule the broadcast

Now that the event is ready for broadcast, schedule it and reopen the player.

### To schedule the new broadcast:

1. On the left panel, click the **Event Settings** tab, and then click **Schedule A New Broadcast**.
2. Select a date, time, and time zone for the broadcast, and click **Save and Continue**.



The screenshot shows a scheduling interface with the following elements:

- Event Type:** Simulated Live (Archived from Live Event) with a help icon. A button labeled "Revert to On-Demand" with a help icon is next to it.
- Broadcast Date:** A text input field containing "07/05/2023".
- Hour:** A dropdown menu showing "09".
- Min:** A dropdown menu showing "00".
- AM/PM:** A dropdown menu showing "AM".
- Duration:** A text input field showing "59 min and 26 sec".
- Time Zone:** A dropdown menu showing "Eastern Time (US)".
- Cancel Broadcast:** A button located at the bottom right of the form.

3. To make sure attendees can access the event on the day of the broadcast, on the Event Summary tab, under Event Access, click **Manage Access**, set the Player option to **Open**, and click **Save Changes**.

# Set up and run a Simulated Live event with live Q&A

By default, attendees type their questions in the Ask a Question box during the Simulated Live event and presenters answer them in the Q&A queue. To have a live Q&A session after a Simulated Live event, you can create a Live event for Q&A and automatically send attendees to the event when the Simulated Live event ends.

Jump to: [Overview](#) | [Set up the events](#) | [Set up the exit URL](#) | [Run the Simulated Live event](#) | [Run the Live Q&A event](#) | [After the event](#)

When attendees are redirected, they bypass the registration page for the Live event, so they only need to register for the Simulated Live event. Their registration data is passed from the Simulated Live event to the Live event and is included in the Live event reports.

On the day of the event, before the Simulated Live event ends, presenters join the Live Studio to answer questions attendees submitted in the Ask a Question box.

## Notes:

- To set up a Simulated Live event with a live Q&A event, you must have access to the Exit URL and Pass Data Fields features. To have the features set up for your account, contact Support.
- If you'd like to allow attendees to ask questions over the phone, add an operator-assisted phone bridge to the Live event. To request an operator-assisted bridge, send an email to [GlobalReservations@webcasts.com](mailto:GlobalReservations@webcasts.com).

## Set up the events

To set up the Simulated Live event with a Live event for Q&A, create the two events and then set up the redirect from the Simulated Live event to the Live Q&A event.

First, [create and schedule the Simulated Live event](#).

Then, [create and schedule the Live event](#) to begin a few minutes before the Simulated Live event ends.

By default, attendees can submit questions during the Simulated Live and the Live events. If you'd like to take questions only during the Live event, go to the Player & Branding tab, and under Audience Questions, clear the **Allow during SimLive** event checkbox.

**Notes:**

- On the Registration tab, you must select Email and the same registration questions for both events to pass data fields to the Live event. You can't use anonymous registration.
- To give attendees the same experience as the Simulated Live event, upload the same slides and content to the Live event.
- If you plan to include a Post-Event Survey, the survey should be setup in the Live event. Including a Post-Event Survey at the end of the Simulated Live event will require viewers to complete the survey first before joining the Q&A. Viewers not completing the survey would need reach the Q&A.

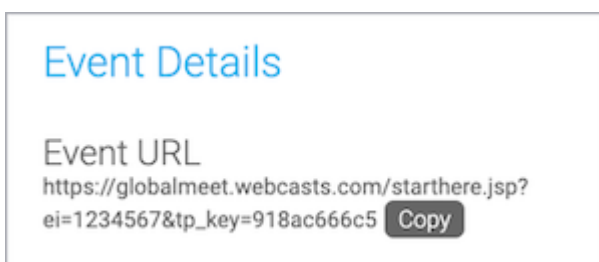
## Set up the Exit URL for the Simulated Live event

Set the exit URL for the Simulated Live event to automatically send attendees to the Live event for the Q&A session.

**Note:** If you plan to convert the Simulated Live to an On-Demand event and make it available for replay, you can also set the exit URL for the Live event so that attendees are sent back to the Simulated Live event when the Q&A session ends.

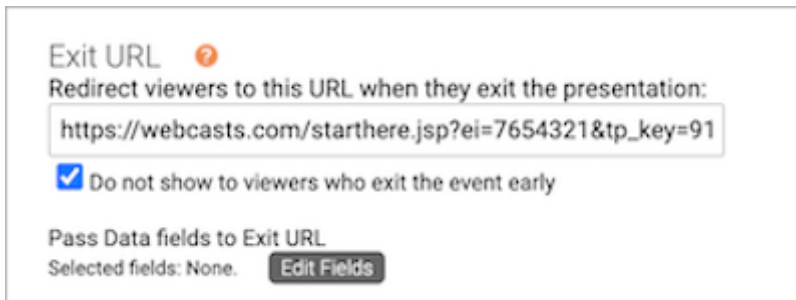
**To set the Exit URL for the Simulated Live event:**

1. Edit the Live event and on the Event Summary tab, under Event Details, copy the event link.



2. Edit the Simulated Live event.

3. On the left panel, go to the Player & Branding tab.
4. Under Exit URL, paste the link for the Live event and select **Do not show to viewers who exit the event early**.



Exit URL ?

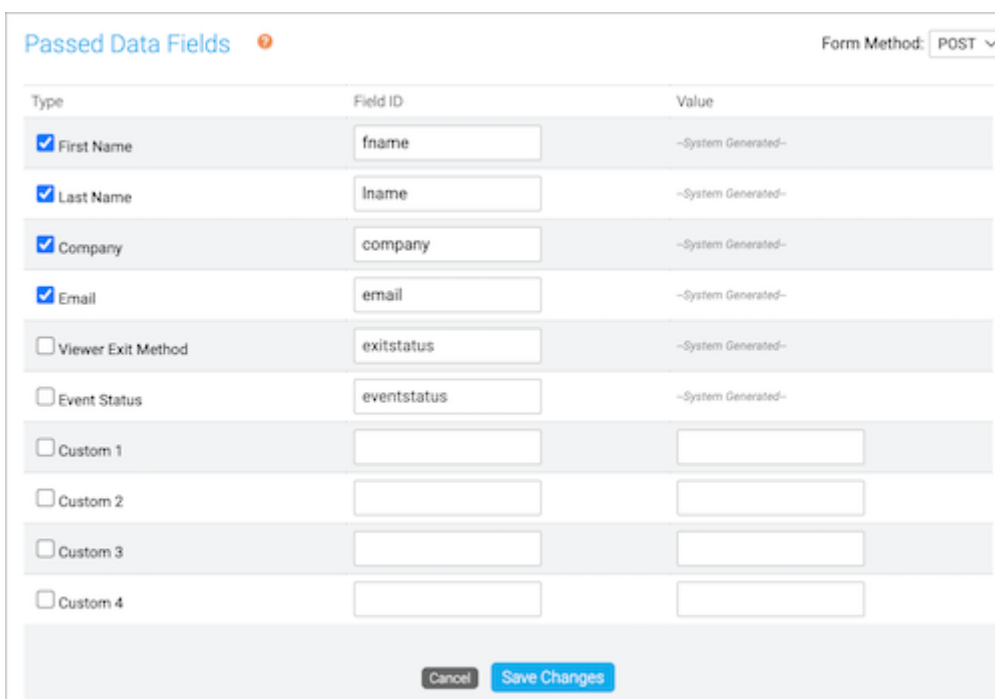
Redirect viewers to this URL when they exit the presentation:

☒ Do not show to viewers who exit the event early

Pass Data fields to Exit URL

Selected fields: None. [Edit Fields](#)

5. Under Pass Data fields to Exit URL, click **Edit Fields**.
6. On the Passed Data Fields window, select the attendee registration data you want to include in the Live event reports. You can select First Name, Last Name, Company, and Email.



Passed Data Fields ?

Form Method: POST

Type	Field ID	Value
<input checked="" type="checkbox"/> First Name	<input type="text" value="fname"/>	~System Generated~
<input checked="" type="checkbox"/> Last Name	<input type="text" value="lname"/>	~System Generated~
<input checked="" type="checkbox"/> Company	<input type="text" value="company"/>	~System Generated~
<input checked="" type="checkbox"/> Email	<input type="text" value="email"/>	~System Generated~
<input type="checkbox"/> Viewer Exit Method	<input type="text" value="exitstatus"/>	~System Generated~
<input type="checkbox"/> Event Status	<input type="text" value="eventstatus"/>	~System Generated~
<input type="checkbox"/> Custom 1	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Custom 2	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Custom 3	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Custom 4	<input type="text"/>	<input type="text"/>

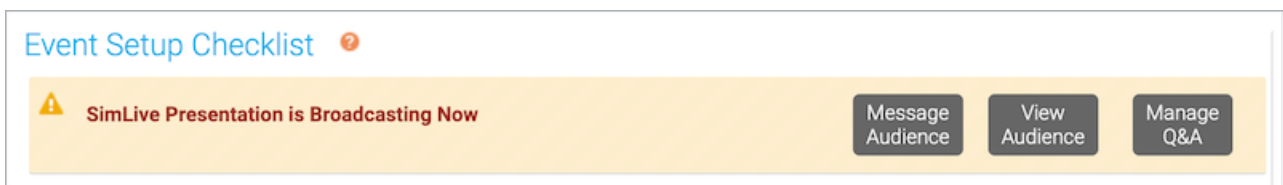
[Cancel](#) [Save Changes](#)

7. Click **Save Changes**.
8. Click **Save and Continue**.

## Run the Simulated Live event

On the day of the event, the Simulated Live event runs automatically at the scheduled broadcast date and time. While the event is running, you can manage the event from the Event Summary tab. You can:

- Send a message to the audience
- View the total number of attendees watching the event and view a list of attendees and their registration information
- Answer, sort, and delete questions attendees submitted



If you turned on Audience Questions for the Simulated Live event and plan to answer the questions during the Live event, in the Manage Q&A window, you can export the questions as a CSV file.



## Run the Live Q&A event

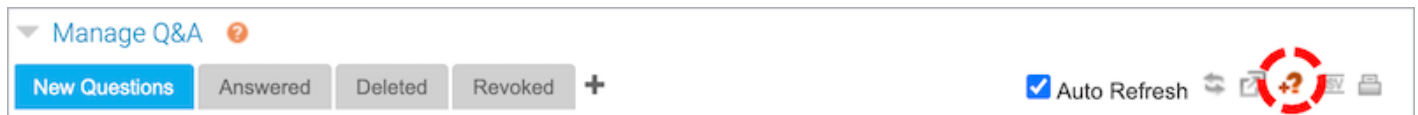
At least 15 minutes before the Simulated Live event ends, have presenters join the Live Studio and start the event. This ensures that the event is live and content is visible to attendees when they join.

**Tip:** If you plan to make the Q&A session available for replay, make sure presenters are muted while attendees join the Live event. This makes it easier to edit the recording later.

When the Simulated Live event ends, attendees automatically join the Live event for the Q&A session. You can check the number of attendees that joined the Live event at the top of the Live Studio.

If you exported questions from the Simulated Live event, you can add them to the Q&A queue for the Live event. In the Manage Q&A queue, click the **Ask a Question** button, enter the attendee's email address and their question, and click **Submit Question**.

**Note:** When you add a question to the Q&A queue, only the attendee email address and the question are included in the event reports.



## After the event

By default, Simulated Live events are not available for replay.

To make a single Simulated Live broadcast with a Live Q&A available for replay, convert the Simulated Live event to an On-Demand event. Then, edit the recording and remove the content at the beginning of the recording before you start the Q&A session. To learn more see, [Assemble or edit an event recording](#). You can also optionally send attendees back to the Simulated Live event when the Live event ends.

To schedule a new Simulated Live broadcast with a live Q&A session, create a new Live event and update the exit URL with the new Live event link.

**Important:** If you schedule a new broadcast without updating the Exit URL, attendees are redirected to the live Q&A event replay instead of the new live Q&A session.

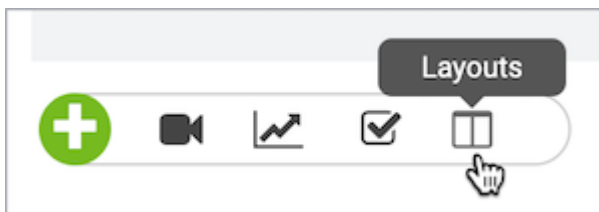
# Change the event window layout for a recorded event

For Live, On-Demand, and Simulated Live events. Use layout switching in a recorded event to change the view and highlight different types of content. In the editing studio, set layout changes on the event timeline. Attendees will see the different layouts while watching the finished recording. The available layouts depend on the media type (for On-Demand and Simulated Live events) you selected in the event setup or the broadcast type and player size of the original event (for Live event replays). To learn more, see [Enable layout switching for an event](#).

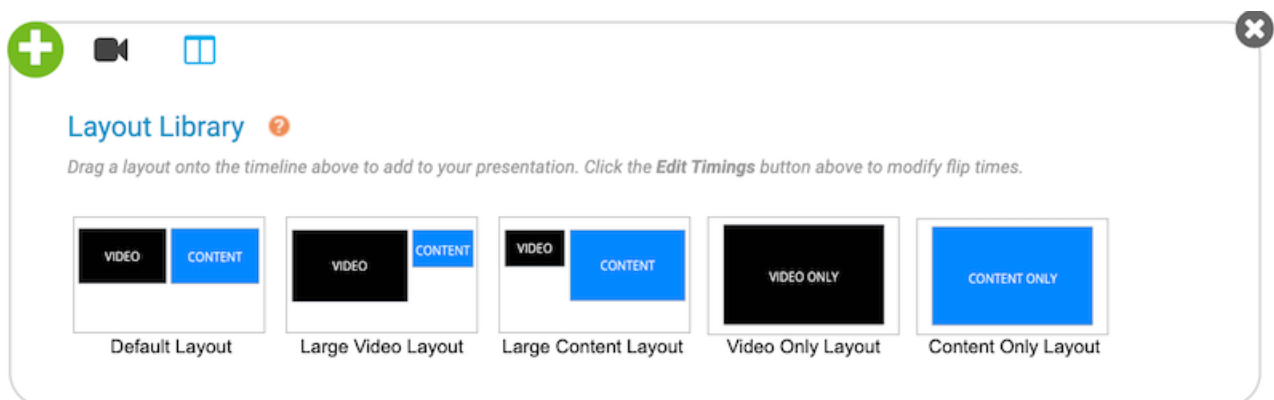
To learn more about editing a recorded event, see [Assemble or edit an event recording](#).

## To change the event window layout:

1. Go to the Event Summary tab and click **Launch On-Demand Studio** or **Launch SimLive Studio**.
2. In the editing studio, under the event timeline, click the **Layouts** button.



The available layouts are displayed in the Layout Library.



3. In the Layouts Library, select a layout thumbnail and drag and drop it to the Layouts track on the event timeline.

Event Timeline ? UNDO REDO

00:00:00 00:10:00

Live Clip 1 EmLive Clip 1

MEDIA

SLIDES

SURVEYS

LAYOUTS

SURVEY

VIDEO ONLY

00:11:33

+ 📺 📈 ☑ 📄

**Layout Library** ?

Drag a layout onto the timeline above to add to your presentation. Click the **Edit Timings** button above to modify flip times.

VIDEO CONTENT VIDEO CONTENT VIDEO CONTENT VIDEO ONLY CONTENT ONLY

Default Layout Large Video Layout Large Content Layout Video Only Layout Content Only Layout

To remove a layout change, right-click the layout and click **Remove Layout**.

📄 LAYOUTS

VIDEO ONLY

Remove Layout

4. Once finished, click **Publish All Changes**.

On-Demand Studio ?

Changes have been made to this event that have not been published. ?

**Publish All Changes**

Revert unpublished changes

00:20 / 18:19

Cut Heads/Tails Edit Timings Split Clip

**TECHConference**  
Keynote Kickoff  
hosted by alltrek

Slide 1: 'TECHConference Keynote Kickoff' in Deck 'AnnualTECHConference-KeynoteKickoff-DamienSlides'  
00:00:15



# Embed a webcast in another website

You can embed your webcast in another website using an iframe element. Depending on your desired setup, you can customize the embed code to show the webcast player immediately or require viewers to register before loading the webcast player. This article includes embed code examples and iFrame and webcast player parameters that can be used to customize how the webcast displays.

Support is not able to assist in customizing code. Any customization is the responsibility of the hosting party.

Jump to: [Examples](#) | [iFrame Parameters](#) | [Webcast Player Parameters](#)

## Examples

### Example #1 - Embed the event

Use the following sample code to embed your webcast. Replace the event URL with your Event URL.

If your event is set up with registration required, the event's landing page with registration form is displayed and each attendee must register before the webcast player displays. Reporting data for individuals is available.

```
<iframe src="
https://event.webcasts.com/starthere.jsp?ei=1234567&tp_key=bbcffdef6c
" name="viewer" allow="autoplay" allowfullscreen="true" width="800" height="600"
scrolling="no" style="overflow: hidden;" marginheight="0" marginwidth="0"
frameborder="0"></iframe>
```

### Example #2 - Let attendees bypass registration

If your event is set up with registration required, you may want to bypass the registration form when the webcast is embedded in another website.

Because attendees will not be required to register to view the event, reporting data on individuals will not be available. If you customize the event's registration form for viewers accessing the event link directly, you will need to customize the embed code to include any additional parameters in the Event URL.

Use the following sample code to embed your webcast and bypass the registration step. In this example, the registration form has four required fields (First Name, Last Name, Company, and Email address); the query parameters fill the required fields with placeholder information. Replace the event URL with your event URL. You can also need to adjust other parameters of the iframe to fit your requirements.

```
<iframe src="
https://event.webcasts.com/starthere.jsp?ei=1234567&tp_key=bbcffdef6c
&fname=FirstName&lname=LastName&company=CompanyName&email=Email@Address.com
" name="viewer" allow="autoplay" allowfullscreen="true" width="800" height="600"
scrolling="no" style="overflow: hidden;" marginheight="0" marginwidth="0"
frameborder="0"></iframe>
```

## Example #3 - Embed the event in a responsive (resizable) iframe

The previous examples set the size of the iFrame to 800 x 600 px. This example sets up basic styling for a responsive "container" to hold the iFrame with the event (notice that the <iframe> code does not set a height or width). The code may need to be customized based on your requirements. This example can be updated to bypass the registration process using the instructions above.

Replace the event URL with your Event URL. You can also need to adjust other parameters of the iframe to fit your requirements.

```
<!DOCTYPE html>
<html>
<head>
<title>Responsive iframe example</title>
<meta name="viewport" content="width=device-width" />
<style>
.wrapper {
  width: 90%;
  height: 90%;
  margin: 0 auto;
  min-width: 319px;
}
.resp-container {
  position: relative;
```

```

        overflow: hidden;
    padding-top: 56.25%;
    }
    .resp-iframe {
        position: absolute;
        top: 0;
        left: 0;
        width: 100%;
        height: 100%;
        overflow: hidden;
        border: 0;
    }
    @media only screen and ( max-width: 769px){
        .wrapper{
            width: 100%;
        }
    }
</style>
</head>
<body>
<div class="wrapper">
<div class="resp-container">
<iframe class="resp-iframe" src="
https://event.webcasts.com/starthere.jsp?ei=1234567&tp_key=bbcffdef6c
" scrolling="no" allow="autoplay" allowfullscreen="true"></iframe>
</div>
</div>
</body>
<!-- gesture="media" -->
</html>

```

## iFrame Parameters

Use standard iframe parameters to customize the iframe used to contain the event. Available options:

- name="X" - Specifies a name for the iframe
- allow="autoplay" - Allows for auto playback of the event within the iframe

- allowfullscreen="true" - Allows you to expand the video to full-screen
- width="X" - Specifies the width (in pixels) of the iframe
- height="X" - Specifies the height (in pixels) of the iframe
- scrolling="no" - Specifies whether or not to display scrollbars in the iframe
- style="X" - Specifies the style elements of the hosted content
- marginheight="X" - Specifies the top and bottom margins of the content of the iframe
- marginwidth="X" - Specifies the left and right margins of the content of the iframe
- frameborder="X" - Specifies whether or not to display a border around the iframe

## Webcast Player Parameters

Use the optional **&tp\_special** parameter to hide standard buttons and messages from the player, set the webcast player to fill the entire iFrame, and set the view when Meeting Room view is enabled for the event.

### Hide webcast player elements

Add **&tp\_special=#** to the end of the event URL, where **#** is the element you want to hide. For example, to hide the lobby message:

```
https://example.webcasts.com/starthere.jsp?ei=1234567&tp_key=0999&tp_special=8
```

The following table explains available options.

Enter this value	To hide the...
&tp_special=2	Help button
&tp_special=4	Exit button
&tp_special=8	The lobby message displayed before an event begins

To hide more than one element, add their values together. For example, to hide the Help (2) and Exit (4) buttons, add **&tp\_special=6** (2+4=6). The following table explains available options.

Enter this value	To hide the...
&tp_special=6	Help and Exit buttons
&tp_special=10	Help button, lobby message
&tp_special=12	Exit button, lobby message
&tp_special=14	Help button, Exit button, lobby message

## Have the webcast fill the entire iframe

The **&tp\_special=64** parameter makes the embedded video player adjust to fill the entire available iframe space for a more seamless embedded experience. This applies only to events with high-resolution players (480p or 720p) and no primary tabs for slides, surveys, or custom player tabs.

For example:

```
https://example.webcasts.com/starthere.jsp?ei=1234567&tp_key=0999&tp_special=64
```

## Meeting Room View

If Meeting Room View is enabled for the event, by default attendees are given a choice of viewing the standard full webcast or using the Meeting Room View. You can bypass that screen and send them directly to the Meeting Room View or the standard webcast player. Available options are 16 and 32:

- &tp\_special=16 - Meeting Room View
- &tp\_special=32 - the standard webcast player

## Mute playback (for testing)

The **&tp\_player=1** option lets you mute the webcast audio. Attendees can unmute it in the player. This is primarily for use in load balance testing, where you would have several instances of the webcast running at one time and want to mute the audio.

For example:

[https://example.webcasts.com/starthere.jsp?ei=1234567&tp\\_key=0999](https://example.webcasts.com/starthere.jsp?ei=1234567&tp_key=0999)

[&tp\\_player=1](#)

# Enable layout switching for an event

By default, events with slides or other content tabs show the video player and content side-by-side; audio events show headshots next to content. Layout switching lets you focus on different content - presenters only, video, slides, etc. - by changing the event window layout during the event. You can also set the player layout that is displayed before the event starts.

You can control layout switching for Live, On-Demand, and Simulated Live events.

Jump to: [Edit Pre-Live Player Layout](#) | [Available layouts](#) | [Live Event Controls](#) | [On-Demand/Sim-Live Controls](#) | [Examples](#)

## Edit Pre-Live Player Layout

To edit the pre-live player layout:

1. Go to the **Player & Branding** tab.
2. Under Player Layouts, use the **Pre-live Player Layout** to select your desired layout.

A preview of the default layout is shown.

[image-1743611679413.png](#)

Image not found or type unknown

3. Click **Save and Continue**.

## Available layouts

The available layouts depend on the broadcast method and player size you select. Before the event, make sure you select the right player size for the layouts you want to use. To see how each layout looks in the event window, see [layout examples](#).

Broadcast Type	Video Player Size	Available Layouts
----------------	-------------------	-------------------

Video	High resolution 16:9 widescreen <ul style="list-style-type: none"> <li>• 480p (854 x 480 pixels)</li> <li>• 720p (1280 x 720 pixels)</li> <li>• 1080p (1920 x 1080 pixels)</li> </ul>	Default (Video and Content) Large Video (with small content) Large Content (with small video player) Content Only Video Only
Audio	320 x 240 for headshots	Default (Headshots and Content) Content Only

## Live Event Controls

For live events, the layout controls will appear on the **Layouts** tab of the Live Studio. The layout that will appear to viewers before the event begins will appear with a black bar along the top of the layout before the event begins. The active layout will appear with a green bar along the bottom the layout.

[image-1743612592193.png](#)

Image not found or type unknown

## On-Demand/Sim-Live Controls

For on-demand or sim-live events, the layouts can be added or edited in the OD/Sim-Live Studio. Access available layouts in the Layouts Library at the bottom of the Studio. Drag and drop your desired layout onto the Layouts track of the Event Timeline to add it to your event at the selected time.



[image-1743612972652.png](#)

Image not found or type unknown

## Examples

Default layout



Event window in the Default layout

Image not found or type unknown

Large Video layout

Event window in the Large Video layout

Image not found or type unknown

Large Content layout

Event window in the Large Content layout

Image not found or type unknown

Content Only layout

Event window in the Content Only layout

Image not found or type unknown

Video Only layout

Event window in the Video Only layout

Image not found or type unknown

# Enable third-party analytics for an event

For more detailed metrics on viewer activity, you can use the Third-Party Analytics feature to send data such as page views, unique viewers, and more to your preferred analytics solution. This feature is available for individual events and portals.

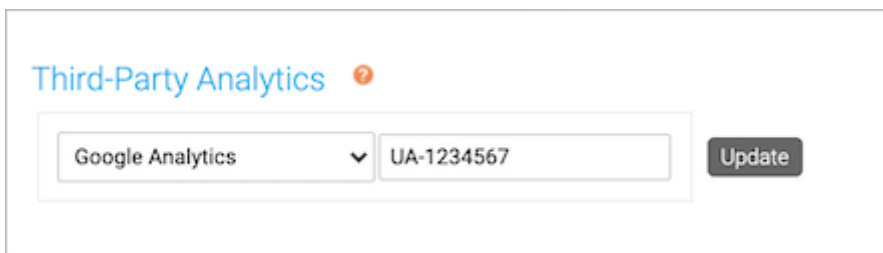
Supported analytics tools are:

- Google Analytics
- HubSpot Analytics
- Facebook Pixel
- Salesforce Pardot Tracking

Data options vary depending on your selected analytics platform. For more details on available data, contact the analytics provider.

## To enable third-party analytics for an event:

1. Sign in to the Webcast Admin portal and edit the event.
2. On the left panel, click the **Email & Marketing** tab.
3. Under Third-party Analytics, select your analytics tool, enter your tracking ID, and then click **Update**.

A screenshot of the 'Third-Party Analytics' configuration interface. At the top, the text 'Third-Party Analytics' is displayed in blue, followed by a small orange question mark icon. Below this, there is a form with two input fields: a dropdown menu showing 'Google Analytics' with a downward arrow, and a text box containing 'UA-1234567'. To the right of these fields is a dark grey button with the word 'Update' in white text.

4. When finished, click **Save and Continue**.

# Limit presenter actions in the Live Studio

Control what your presenters see and what they can interact with in the Live Studio during the event. By default, all presenters can see the:

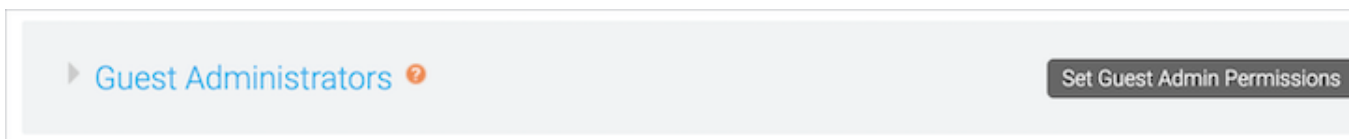
- Start Webcast and End Webcast buttons
- Audience count and audience list
- Webcast time alerts when the event is about to end
- Phone bridge alerts
- Q&A queue

You can hide the buttons, audience counter, alerts, and the Manage Q&A section for all presenters at any time.

**Note:** To prevent presenters from accidentally starting or ending the event, we recommend hiding the Start Webcast and End Webcast buttons.

## To limit presenter actions:

1. Sign in to the Webcast Admin portal and edit the event.
2. On the Event Summary tab, next to the Guest Administrators section, click **Set Guest Admin Permissions**.



3. In the Guest Presenter Permissions window, clear the check boxes next to the buttons, alerts, or areas you don't want presenters to have access to.

## Guest Presenter Permissions

- ☐ Show **Start Webcast** and **End Webcast** buttons in Live Studio
- ☒ Show **Audience Count** in Live Studio
- ☒ Show **Webcast Time Alerts** in Live Studio
- ☒ Show **Phone Bridge Alerts** in Live Studio
- ☒ Show **Audience Q&A** in Live Studio

Cancel

Save Changes

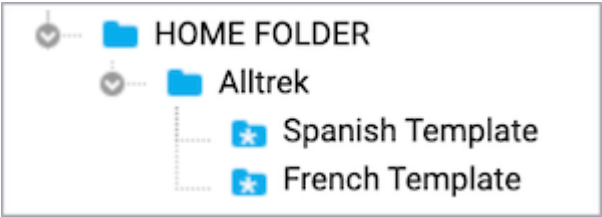
4. Click **Save Changes**.



# Set up an event in another language

Language templates contain many common text elements translated from English to other languages. If you're hosting an event in another language, we can assign a language template to a specific folder in your account. When you create new events in the folder, the template automatically translates the text on the registration page and the audience event window to that language.

**Note:** Only new events created in the language template folder are translated. Events moved into the folder from another folder are not translated.



To have language templates set up for your account, contact Support.

Jump to: [Translated elements](#) | [Available languages](#) | [Examples](#)

## Translated elements

The following table shows the elements that are translated on the registration page and audience event window.

**Notes:**

- Language templates don't translate the event \_\_TITLE\_\_ or the \_\_DATE\_\_ auto-fields on the registration page. To customize the title and date, enter them in the Landing Page Content section. To learn more, see [Customize the event title and date | Bar layouts](#) or [Customize the event title and date | Open layouts](#).
- Language templates only set the language for the registration page and the audience event window. They don't set the language for the Webcast Admin portal, the Live Studio, or the editing studio.

Page	Elements translated
------	---------------------

Registration page	Landing page labels Login form fields Meeting Room View page Registration form fields
Event window	Audience chat tab Event resources tab Q&A tab Slides tab Video player Welcome message

## Available languages

You can request templates in the following languages:

- English, American
- Chinese, Simplified
- Chinese, Traditional
- Czech
- Danish
- Dutch
- French
- French, Canadian
- German
- Italian
- Japanese
- Korean

- Polish
- Portuguese, Brazilian
- Romanian
- Spanish
- Turkish
- Vietnamese

## Examples

The following examples show an event created within a folder with a Spanish language template. Notice that the Add to Calendar button, registration fields, buttons, and tabs and other text on the event window are in Spanish.



Keynote Kickoff

Thu, Apr 7, 2022 11:00 AM EDT [+ Agregar a calendario](#)

**¿Ya se registró? Inicie sesión ahora**

Correo electrónico:

Iniciar sesión

**Complete este formulario para ingresar al webcast.**  
*(\* indica que es un campo obligatorio)*

Nombre:

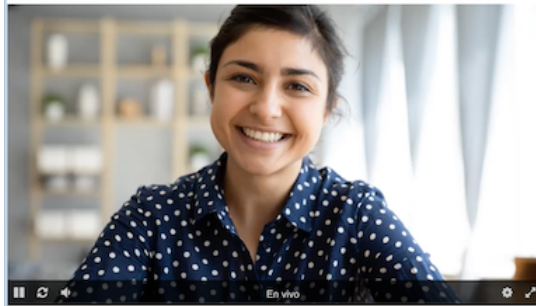
Apellido:

Compañía:

Correo electrónico\*:

Enviar

Preguntas frecuentes y Prueba del sistema



Haga una pregunta

Haga una pregunta

Enviar

Total de preguntas respondidas: 0

Diapositivas

# TECHConference

## Keynote Kickoff

hosted by alltrek

# Set up Guest Administrator accounts

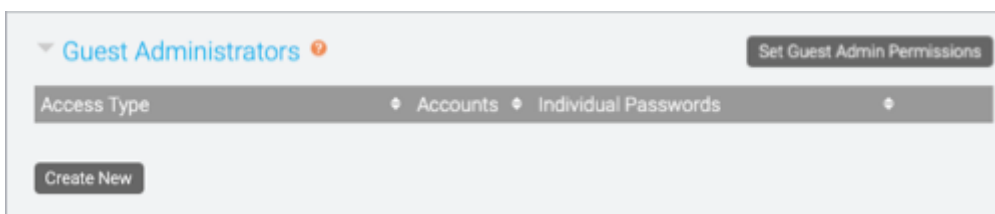
After scheduling an event, invite your presenters, moderators, and schedulers and give them Guest Administrator access to allow them to manage aspects of the event. To create Guest Administrator accounts, you must create Guest Admin Access Types. Access Types allow you to set permissions for multiple Guest Administrator accounts at once. For each Access Type, you can allow Guest Administrators to upload event content, edit the On-Demand event or replay, deliver the event, manage Q&A, and generate event reports.

**Note:** To limit what Guest Admins can see and do during the Live event, see [Limit presenter actions in the Live Studio](#).

There is no maximum number of Guest Administrators that can join the Live Studio for an event. However, if the event is using Video Bridge or Telephone as the acquisition source, only 20 presenters will be able to join the bridge.

## To create Access Types and Guest Admin accounts:

1. On the Event Summary page, select **Guest Administrators** and under Access Type, click **Create New**.

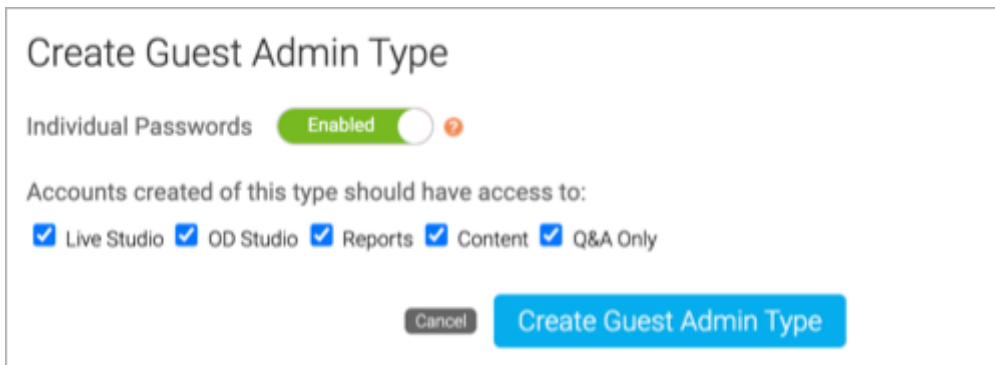


2. In the Create Guest Admin Type window, keep individual passwords enabled.

**Note:** You cannot create individual Guest Admin accounts if you disable Individual Passwords. Instead, presenters will share a PIN and use it to sign in to the event.

3. Select the event activities you want to give Guest Admins access to. You can select:
  - **Live Studio** to join and deliver the Live event.
  - **OD Studio** to upload media clips and headshots to the On-Demand event or replay, and edit the event timeline.

- **Reports** to generate Audience Details and Event Analytics reports for the event.
- **Content** to upload slides, event resources, and headshots (audio events only).
- **Q&A Only** to manage Q&A for a Live or Simulated Live event.



Create Guest Admin Type

Individual Passwords Enabled

Accounts created of this type should have access to:

☒ Live Studio ☒ OD Studio ☒ Reports ☒ Content ☒ Q&A Only

Cancel Create Guest Admin Type

4. Click **Create Guest Admin Type**.
  5. In the Manage Guest Admin Type window, click either:
    - **Create Individual Accounts** to set up accounts for each of your Guest Admins. Enter their names and email addresses. Click **+ Add Another Account** to create more accounts. Select who you want to send email notifications to and the email content you want to send, and click **Create Accounts and Send**.
- Note:** By default, emails are sent to yourself and to individual Guest Admins. Select **ONLY send to me** to send the email to yourself. Click **Send My Custom Message** to edit the email content.

Create New Accounts

View Existing Accounts

Create new Live Studio + OD Studio + Reports + Content + Q&A accounts

Louisa

Young

louisa.young@email.com

Charles

Han

charles.han@email.com

+ Add Another Account

Send email notifications to:

☒ Individual Admin(s)  
CC:jenna.cohen@email.com

☐ ONLY send to me  
jenna.cohen@email.com

Email content:

☒ Send Default Text
 ☐ Send My Custom Message

View

From Name: Webcast Admin

Reply-To Email: donotreply@webcasts.com

Email Subject: Guest Admin Link

Email Body:

You have been invited to be a guest administrator for the event.  
  
 Event Title: \_\_TITLE\_\_  
 Admin Access: \_\_ACCESSTYPES\_\_  
 \_\_EVENT\_DISPLAY\_DATE\_\_  
  
 To manage this presentation, please go to:  
 \_\_GUESTPRESENTERLINK\_\_  
  
 Username: \_\_GUESTUSERNAME\_\_  
 Password: \_\_GUESTPASSWORD\_\_  
Available Auto Fields: \_\_GUESTPRESENTERLINK\_\_, \_\_ACCESSTYPES\_\_, \_\_EVENTTITLE\_\_, \_\_DATE\_\_, \_\_REMINDERBUTTON\_\_

Cancel

Create Accounts and Send

- **Enable Sign-up Portal** to allow Guest Admins to register for the event and create their own accounts. In the Send Sign-up Portal Invitations to box, enter the email addresses of the people you want to make Guest Admins and click **Send Invitations**.

Manage Guest Admin Type

(Live Studio + OD Studio + Reports + Content + Q&A)

Create Individual Accounts

Sign-up Portal:

/admin/guest\_portal.jsp?ei=1439014&gai=0b0cd90928

Disable Link

Send Sign-up Portal Invitations to:

louisa.young@email.com; charles.han@email.com

Separate multiple addresses with a semicolon

Email content:

☒ Send Default Text
 ☐ Send My Custom Message

View

Send Invitations

- Repeat these steps to add additional accounts with different access levels. Each Access Type you create displays in the Guest Administrators section where you can add new and manage existing accounts. To add new Guest Admin accounts to an Access Type, click **Manage Admins** or the **Edit button**.



After you've created the accounts, Guest Admins receive an email with a link to the Guest Admin site where they can manage the event.

**To update a Guest Admin account:**

1. In the Guest Administrators section, next to an Access Type, click **Manage Admins**.
2. Click the **View Existing Accounts** tab.
3. Next to a Guest Admin account, you can click the:
  - **Reset Password** to send a new Guest Admin email with a new, randomly generated password.

**Note:** Existing passwords cannot be resent. Accounts that require resending login details will receive a new password from the system and the old password will no longer be valid.

- **Edit** button to change the name on the account.
- **Delete** button to remove the account from the Access Type.