Training Videos

Reading is hard! Watch videos instead!

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  - On-demand & Simulated Live Studio Training (19 mins)

  - Report Training (9 mins)

  - Report Template Training (2 mins)

Event Setup

Quick start training (6 mins)

Welcome to your webcast account! In this video you'll learn how to sign in to your account and use the Webcast Admin portal to schedule and set up an event, access the Live Studio to deliver your presentation, manage replays, and access reporting data.

Event Setup

Quick start training (6 mins)

Welcome to your webcast account! In this video you'll learn how to sign in to your account and use the Webcast Admin portal to schedule and set up an event, access the Live Studio to deliver your presentation, manage replays, and access reporting data.

Event Setup Training (26 mins)

In this video, you'll learn how to set up an event from start to finish. We'll cover how to set up event registration, customize your landing page and event player, upload presentation materials, configure event security options, send event-related emails to registrants, and invite presenters to the event.

Event Setup

Simulated Live Training (9 mins)

Simulated Live events allow you to broadcast pre-recorded events and Live event replays at a scheduled date and time. In this video, you'll learn how to set up and run your Simulated Live event, convert Live and On-Demand events into a Simulated Live event, and rebroadcast a Simulated Live event at a different date and time.

Survey Training (16 mins)

Surveys are a great way to interact with your audience and keep viewers engaged. You can share results with viewers and review survey results after the event, in Reports. This video shows how to set up surveys, share them during the event, and automatically share them when the event ends.

Surveys- Attendance Survey Training (4 mins)

Attendance surveys are a great way to keep attendees engaged during your event. This video provides an overview of the Attendance Survey feature, and shows how to set up a survey, send it to the audience, and view survey reports.

Surveys- In-event Survey Training (8 mins)

In-event surveys are a great way to keep attendees engaged during your event through surveys, polls and quizzes. This video provides an overview of the In-event Survey feature, and shows how to set up a survey, send it to the audience, and view various survey reports.

Surveys- Post-event Survey Training (7 mins)

Post-event surveys are a great solution to survey your attendees, or evaluate them with a short quiz or a test once your event is over. This video provides an overview of the Post-event Survey feature, and shows how to set up a survey, manage the survey, and view various survey reports.

Certification & Exam Training (9 mins)

Test your viewers and provide PDF certificates to viewers who passed the exam. In this video, you'll learn how to set up a certification exam and view certification data in event reports.

Certification training- Duration-based certification (6 mins)

Require attendees to watch the Live event for a duration you specify and automatically provide PDF certificates to attendees who meet the attendance criteria. In this video, you'll learn how to set up duration-based certification and the attendance criteria for your event, and view certification data in event reports.

Event Setup

Custom Certification Training (7 mins)

Create and send custom certificates to attendees who passed the certification requirements. In this video, you'll learn how to edit a custom certificate template in Adobe Acrobat, add form fields, upload the template to the event, and test it.

Event Setup

Portal Training (12 mins)

If you are hosting a series of related events, you can add them to a single landing page and allow your viewers to register once for all events. In this video, you'll learn how to create and customize your portal landing page, link events, and organize the events with different layout options. You'll also learn how to run portal reports.

Enhanced Portal Training (4 mins)

Enhance your portal with interactive features. Turn on the Enhanced Portal feature to add downloadable resources, a chat for viewers to network between events, and a Q&A box where viewers can ask questions. You can also add custom tabs and include speaker details, a Twitter feed, or your own custom code.

Event Setup

Template Training (5 mins)

Templates are a great way to streamline the event setup process. Using a template, you can set defaults for every part of the event setup process – registration and confirmation emails, event branding, content, security, and other preferences. When you create an event, all the template defaults are applied.

Branding

Branding

Advanced Branding (3 mins)

Get that custom look for your webcast event easily by choosing from several types of registration page layouts, and adding your logo, branding colors and background. In this video, you'll learn where to access branding options, upload logos, change registration page layout and background, update your branding colors and save and preview your changes.

Branding

Open Layout Branding Demo (2 mins)

We'll show you how to get this open layout look for your own webcast event registration page in 4 easy steps.

Video Bridge Training

Video Bridge System Test Training (2 mins)

Event hosts and presenters. You are required to test your system at least 48 hours before the event start time with the same devices and network you plan to use during the event. In this video, you'll learn how to test your microphone, camera source, and audio output.

Video Bridge Training for Guest Presenters (8 mins)

In this video you'll learn how to sign in to the event and join the Live Studio, connect your video source, and use the video bridge controls. You'll also become familiar with video bridge tips and best practices.

Video Bridge Training-all video connections (6 mins)

Event hosts and presenters. With an advanced video bridge, you can broadcast your video stream from a webcam, video conferencing system (SIP/H.323), on-site encoder (RTMP), or meeting apps such as Skype for Business. In this video you'll learn how to connect your video source, manage other presenters, and manage whose video streams are on stage.

Video Bridge Training

Webcam Video Bridge Training (4 mins)

For webcam events. In this video you'll learn how to connect your webcam, manage other presenters, and manage whose video streams are on stage.

Event Delivery

Event Delivery

Live Studio Training (18 mins)

For event hosts and presenters. When it's time for the event, enter the Live Studio and start your webcast. This video provides detailed instructions on using the event controls to manage content, presenters, Q&A, and more.

Guest Admin Training (14 mins)

When creating an event, the host can designate one or more Guest Administrators to assist with the event. This video explains how a guest admin can join the Live Studio and present content or manage Q&A, upload event content, and run reports.

Event Delivery

Screen Share Training (3 mins)

Get everyone on the same page by sharing your screen with the audience. Viewers can follow along as you browse a website, conduct a demo, or walk through files on your computer. In this video, you'll learn how to prep your screen share, test your audio connection, and broadcast your screen to the audience.

Live Event Script Training (2 mins)

For moderators and presenters. Looking to streamline several types of content, such as slides, videos, headshots, layouts and surveys? Use the Live Event Script feature to plan and organize all your content into a single, seamless delivery. This video provides an overview of the Live Event Script feature, and shows how to set up the script and use it during your Live event.

After Your Event

On-demand & Simulated Live Studio Training (19 mins)

When your Live event is over, use the On-Demand Studio to add the finishing touches to the event recording. Or use the On-Demand and Simulated Live editing studios to create professional webcast recordings designed to be played on demand or as Simulated Live events. This video provides detailed instructions on using the editing studios.

Report Training (9 mins)

Access detailed user and event-level analytics for your events. In this video, you'll learn about the data you can include in your reports, how to run reports for individual events and a group of events, and how to read them.

Report Template Training (2 mins)

Do you frequently run the same reports for your events? Create reporting templates to speed up the process and automatically select the data points to include in your reports. In this video, you'll learn how to create and manage new report templates and share them with your team.