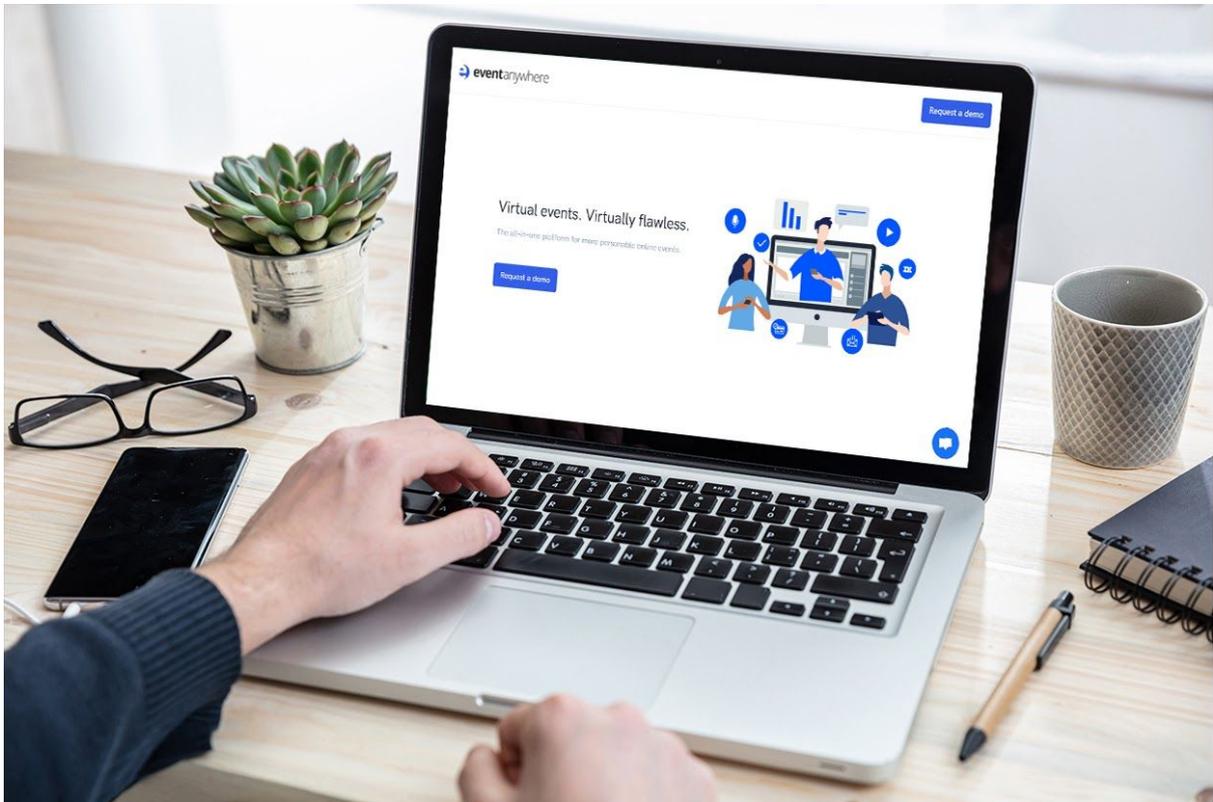


# Event Anywhere User Guide



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## Event Account

If you would like to create an event to manage, the first thing you need to do is create your online event. To do this please visit the link:

<https://app.eventanywhere.com/sign-up-create-url>

You will need to give your event a name and a subdomain.

*Copy the link to share with prospective attendees on email or social media. Your event page will include your logo, schedule and registration.*



Community Details

Community name	
Community URL	.eventanywhere.com
<a href="#">Create Community</a>	

or [Cancel](#)

How you promote your event will depend on your audience.

Your event landing page will be as follows:

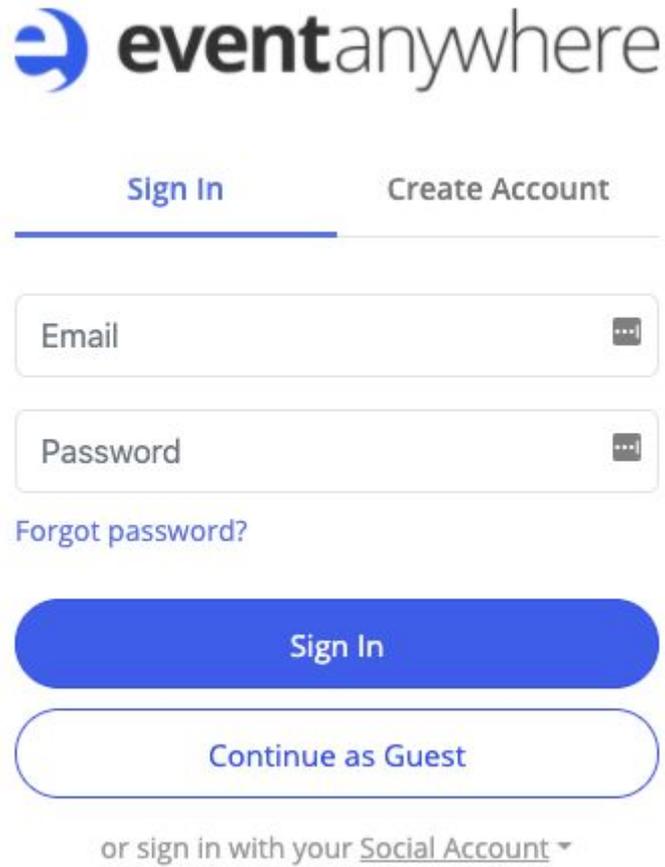
*<https://eventname.eventanywhere.com/sign-up>*

When prospective attendees click your event they will be presented with your event schedule and a sign-up form.

## Sign In

To sign in you can use the event URL provided to you or go to:

<https://app.eventanywhere.com/sign-in>

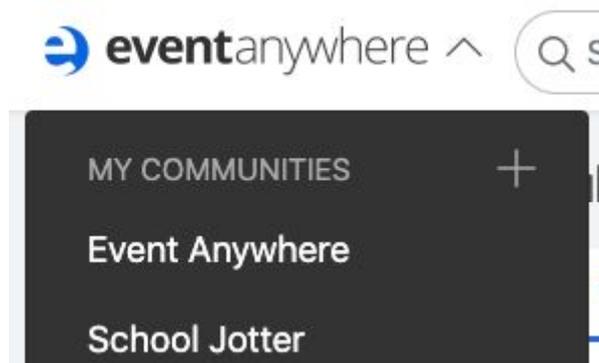


Enter your log in details or select the “Create Account” tab as required. There is also an option to use your social accounts under the “Continue as Guest” button.

## My Communities

A community refers to an event or group of events. For example our School Jotter community will have events for training and demos of new features within School Jotter.

By clicking on the arrow in the top left of the screen, you can switch between communities:



## Profile

To access your profile account, click on your profile picture in the bottom left corner and select profile.

This will take you to your profile page, to edit fields select the “Edit Profile” option in the top right corner:



Within this pop up window you can do the following:

- Add a profile photo
- Change your display name
- Set your profile to private
- Set your timezone
- Turn on email notifications
- Set your default community

*Please note that by default you are unsubscribed from email notifications.*

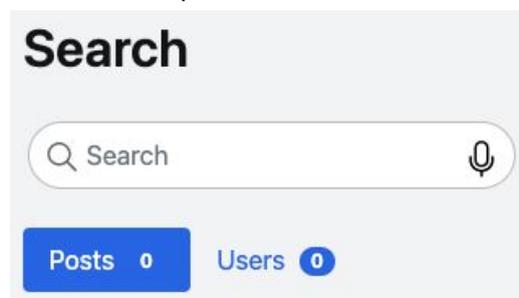
## Notifications

To check your notifications you can click on the bell / alarm icon in the bottom left corner. This page will ask if you want to enable push notifications if you have not already done so.

All recent notifications are listed on this page.

## Search

The search area allows you to search posts and/or users:

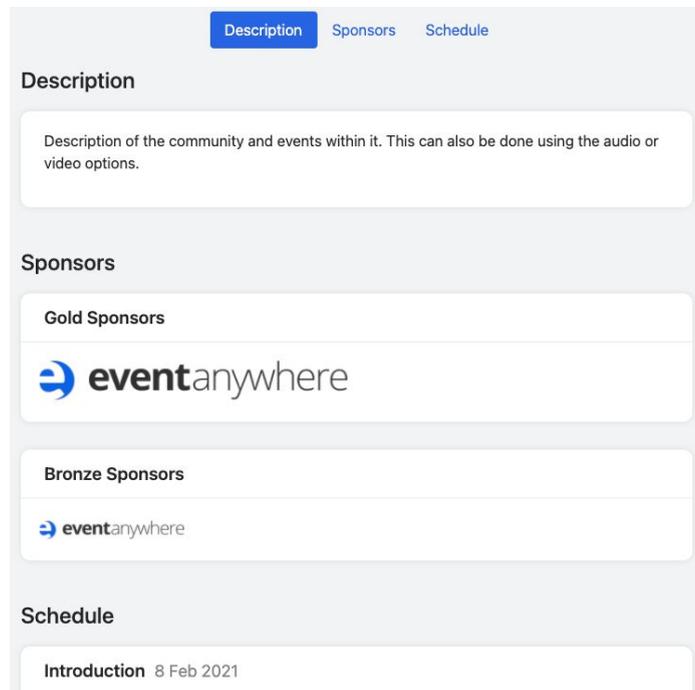


# Menu Options

This section covers the options available on the left hand side menu, if you are unable to see the option it may be disabled for that community by the admin user.

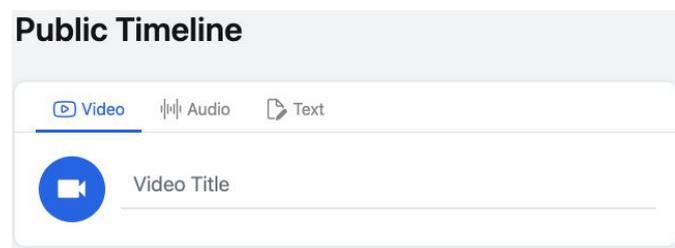
## Reception

The Reception areas provides you with a description of the community, lists the sponsors and the schedule of sessions for the community you are visiting.



## Public Timeline

The Public Timeline is visible to the general public so anyone who accesses that url and no login is required to view the timeline. Anyone within that community can reply. You can post using a video recording, audio recording or text entry:



*Please note that the Event Anywhere community timeline can be posted in and replied to by anyone with an Event Anywhere account.*

## Inbox

This will show messages within the community.

## Exhibition Hall

This is where you can walk the floor of the Exhibition Hall. You can either visit booths or sit down at networking tables.

All available tables will be shown with related branding, names or logos:



Select a table to join and you will join that chat room. Once joined you will have options such as disable your camera, mute your microphone and you can use a chat window to communicate as well.

## Meetings

The Meetings area will show you all available meetings including:

- Meeting name
- Date of meeting
- Time of meeting
- Privacy setting of the meeting
- Status of the meeting

There are additional options for the meetings listed at the end:

[Join](#) - Join the meeting room

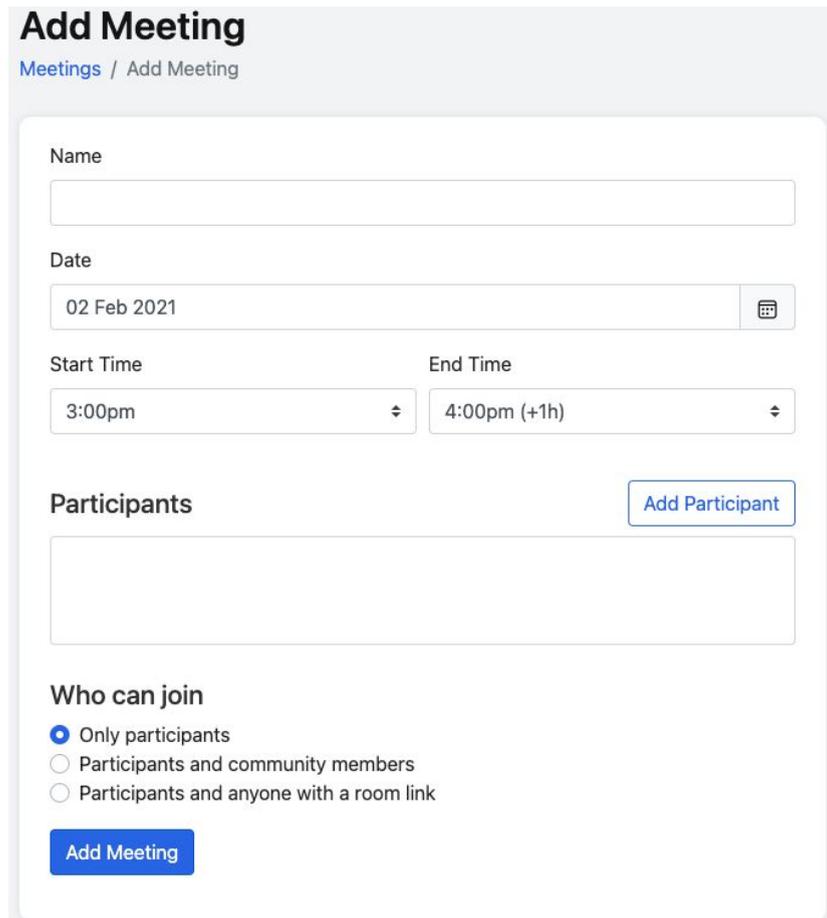
 - Copy the link to the meeting room

 - Add to your calendar

 - Additional options to edit or delete the meeting, if you have permission

## Add Meetings

If you have permission to create meetings, there is an option in the top right corner to add new meetings where you will be prompted to enter the details.

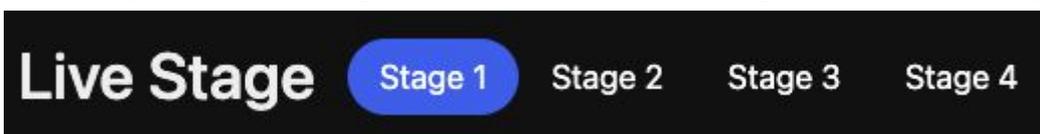


The screenshot shows the 'Add Meeting' form with the following fields and options:

- Name:** A text input field.
- Date:** A date picker showing '02 Feb 2021' with a calendar icon.
- Start Time:** A time picker showing '3:00pm'.
- End Time:** A time picker showing '4:00pm (+1h)'.
- Participants:** A list area with an 'Add Participant' button.
- Who can join:** Radio button options:
  - Only participants
  - Participants and community members
  - Participants and anyone with a room link
- Add Meeting:** A blue button at the bottom.

## ☆ Live Stage

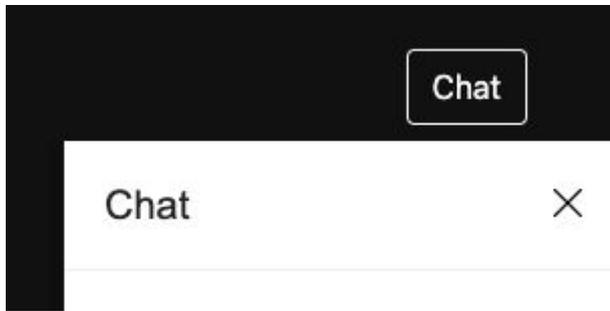
There may be multiple stages listed at the top of the page so select the one you require:



Once you are on the stage page, you may have a blue button in the centre of the page to join the stage which needs to be clicked.

Whilst on the live stage, you will not be heard unless invited to the stage. If you are viewing the stage only, you will need to use the chat box in order to communicate with the presenters and other attendees.

The chat box opens over the top of the live stage screen and appears on the right hand side and can be closed to hide it again:



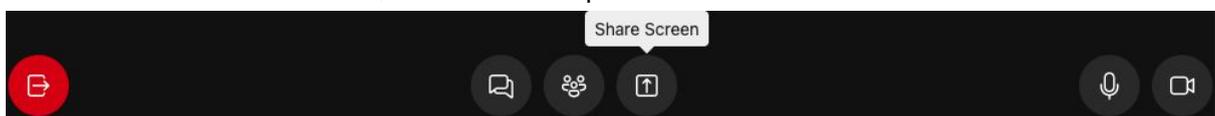
You can type messages to send at the bottom of this white box and will see other messages within the white box.

To leave the stage click on another menu item on the left hand side or select another stage at the top.

## Presenters

If you are a presenter there is an additional option in the top right corner to “Join as Presenter”.

You will join the stage without further prompts. There are options at the bottom like the call screens to share screen, turn off microphone and camera:



## Networking

This will allow you to network with other users within your community. Once you press “Start Networking” it will start to video call users within your community.

After 3 rings if there is no answer a subsequent video call is launched. After three subsequent video call requests with no answer, users are returned to the networking page.

If you did not start the networking, you will be asked if you wish to accept the call:



## People

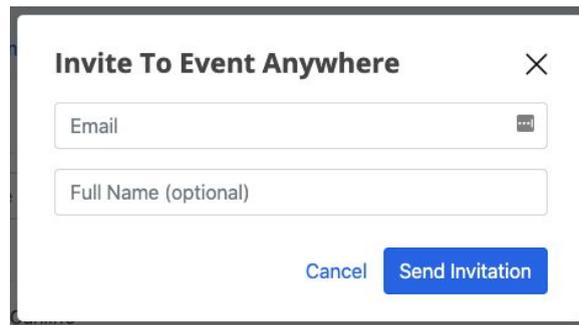
The People section allows you to see the other users within your community.

You can see their names and profile pictures with options to message them. If you click on their name you can see their profile with options to use social media.



## Invite Contact

If you have permission, you will have an option on the left hand side to invite additional users to the community. This will open a pop up for you to enter the email address and name. They will receive an email invite:



## Chats

The Chats section allows you to talk to other community members via a chat window where you can use video recordings, audio recordings or text options.

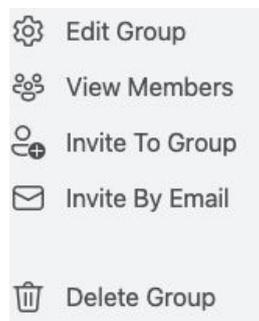
Click on the name of the person you wish to chat to or press the “New Chat” button in the top right corner to search for the user. You will be required to know the name of the person in order to start a chat with them.



## Groups

This area will show you all the groups you are currently in and you can create a group by clicking the “Add Group” button in the top right corner.

If you select a group you can see additional options and can post messages for that group:



Edit group includes setting a thumbnail image and the group name.

Anything posted within the group is only visible to those within that group.

## Invites

This area will show you any group or community invites you may have awaiting your approval.

## Analytics

The Analytics section includes:

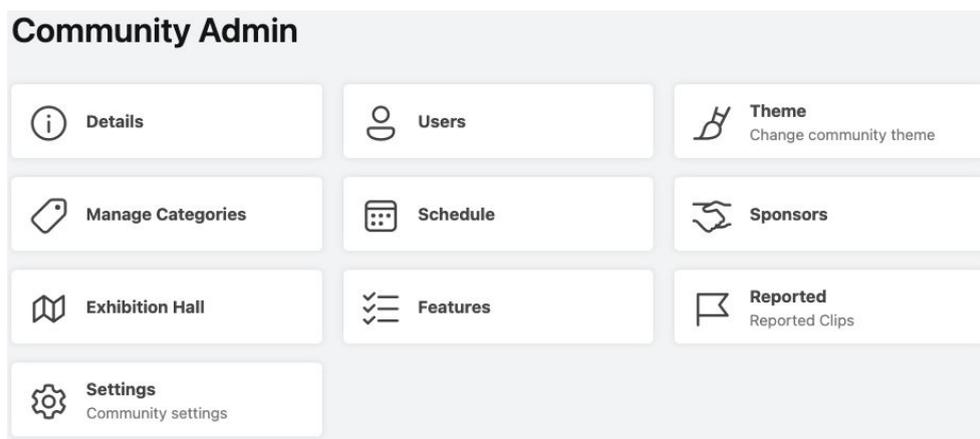
-  **Plays** - How many times each post has been played with date filter ranges
-  **Word Usage** - Word usage with date filter ranges
-  **Popular Groups** - Groups reporting with date filters

 **Popular Chats** - Chats reporting with date filters

## Community Admin

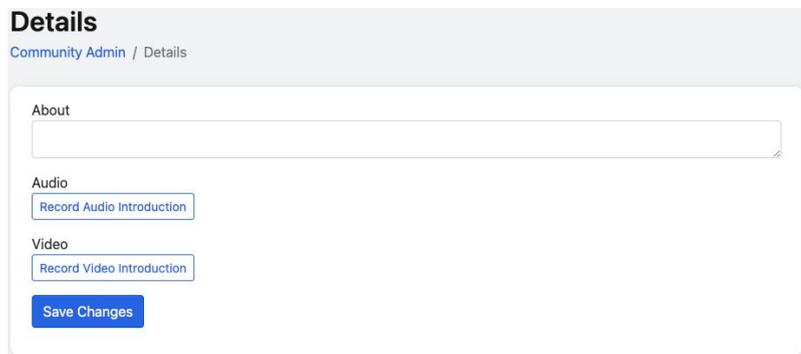
This section of our guide covers the options for admin users within settings. For how to use sections on the left hand side menu please see the “Menu Options” section of this guide.

To access the community Admin, select the cog / settings icon in the bottom left corner.



### Details

You can add a text description, audio or video recording for your Reception page to describe your community or events.



The 'Details' form includes the following fields and buttons:

- About**: A large text area for a description.
- Audio**: A button labeled 'Record Audio Introduction'.
- Video**: A button labeled 'Record Video Introduction'.
- Save Changes**: A blue button to save the entered information.

### Users

This area allows you to manage your users. You can edit existing users by changing their account type and status using the pencil / edit icon at the end.

## Theme

The theme section allows you to change the logo that appears for your community in the top left corner and set a colour for your theme.

## Manage Categories

You can create categories which appear when posting in the Public Timeline.

## Schedule

This area allows you to create the schedule for your events. You must add a day first using the top right corner blue button and then once created you can add sessions within your days. You can add multiple dates.

When you add a session you have the option to set a type:



Each type will provide additional options once selected:

- ❖ Live Stage - Set the Stage number you wish to use.
- ❖ Meeting - An option to Choose an existing meeting will appear. It will only show meetings set for the day you have added the session in for.
- ❖ Networking - Set title, start and end time.
- ❖ Exhibition Hall - Set title, start and end time.

You can edit or delete your dates and sessions.

## Sponsors

Select the option in the top right corner to Add Sponsors.

## Add Sponsor

[Community Admin](#) / [Sponsors](#) / Add Sponsor

Company Name

+ Image

Level

Please choose...
▾

Save Changes

Cancel

We recommend that you have three tiers of sponsorship. You could land your sponsorship levels as gold, silver and bronze. The amount you charge will depend on the size of your event.

## Exhibition Hall

Click on the blue button in the top right corner to Add a Table. You will need to give it a title, add a logo and set the number of seats.

## Add Sponsor

[Community Admin](#) / [Sponsors](#) / Add Sponsor

Company Name

+ Image

Level

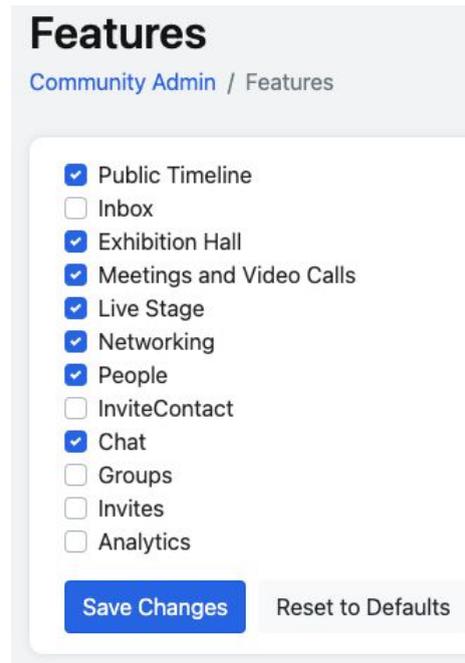
Please choose...
▾

Save Changes

Cancel

## Features

This section allows you to disable or enable features that your users can access. Please see the individual sections under the “Menu Options” section of this guide for further details on these features.



## Reported

Messages within Event Anywhere can be reported by users. Reported messages appear in the Community Admin section under Reported.

Each reported message is displayed with the post link, Author and date of the post. There are options to delete the post or cancel the report.

## Settings

Within the community settings you have additional options as described:

Self register  
Allow user to self register to community

Recording time  10 seconds  
Minimum 10 seconds and Maximum 2 minutes ( 120 seconds )

Clip transcription by Google  
Allow user to see cliptext

Who played the audio  
Allow user to see who played the audio

SEO description of the community.

length: 0 minimum 70 characters - max. 320 characters

Live Stages   
Number of live stages. Up to 3.

[Save Changes](#)