

Advanced and Customized Net Conference with Microsoft® Office Live Meeting

Event Registration

Using Event Registration within Microsoft Office Live Meeting

Event Registration is a feature of Advanced and Customized Net Conference with Microsoft Office Live Meeting and is designed to help facilitate large meetings and events. This user guide provides the basic steps for creating and scheduling an event using Advanced or Customized Net Conference with Microsoft® Office Live Meeting 2007.

Before you create an event

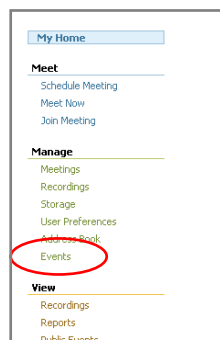
- Make sure you have an Advanced Net Conference with Microsoft Office Live Meeting account.
- Determine whether the event will consist of scheduled Live Meeting sessions or recorded sessions.
- Gather information that you want to display to invitees about the presenters.
- Decide who you will invite 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).

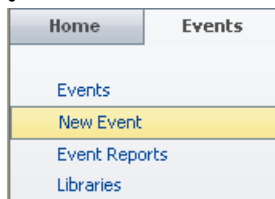
To sign in to Live Meeting Registration

- Sign into your Advanced or Customized Net Conference homepage either through Manage My Meetings or the site URL directly. Enter your Manage My Meetings username and password.
- From the My Home page click on **Events**



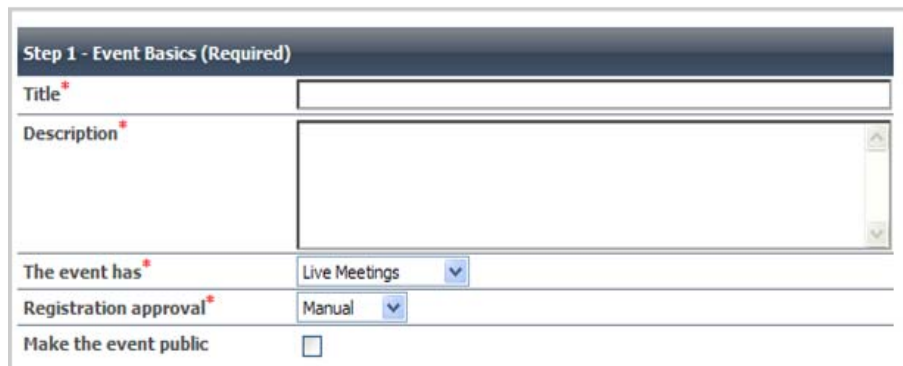
To Create an Event

- Click on **New 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 Basics Section

- Enter a Title and Description.
- In The event has section, 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.



A screenshot of a web form titled 'Step 1 - Event Basics (Required)'. The form contains the following fields:

- Title***: A text input field.
- Description***: A large text area with a scroll bar.
- The event has***: A dropdown menu with 'Live Meetings' selected.
- Registration approval***: A dropdown menu with 'Manual' selected.
- Make the event public**: A checkbox that is currently unchecked.

Step 2: Event Details section

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").

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

Step 3: Event Meetings (or Event Recordings) section

Click the following as appropriate:

- If the event is to have recorded sessions, click **Add** to add a recording of a live meeting to the event.
- This will take you to the **Assign Recordings** section where you may select the recording that is to be assigned to your event.

Step 3 - Event Recordings (Required to publish event)

Add Remove

Click on Add to add a recording.

Assign Recordings

Attendees can see recordings that are published. Click on a recording to check that the recording has been published before assigning it to the event.

Showing all recordings between 9/15/2007 8:51 AM EDT and 9/15/2008 8:50 AM EDT

Event Recordings 0 - 0 of 0 | Show: 10

Between: M/D/YYYY and M/D/YYYY and containing: Find Clear

No recordings found matching your search. Refine your search by changing the search filters

Assign **Cancel**

- Click **New Meeting** to schedule live meetings for the event.

Step 3 - Event Meetings (Required to publish event)

New Meeting Delete

Click on New Meeting to create a meeting.

- The Schedule an Event Meeting page appears.
- Enter the meeting details - Start time, End time, Registration close date, Time zone and Available seats.
- Then click **Save**

Schedule an event meeting

Set up your meeting name and time. This meeting will also appear in your home meeting page. After saving the meeting, you can change the audio or meeting options in the Meeting Details of the Create or Edit an Event page.

* Required entry

Title*

Start time* 9 : 00 AM

End time* 10 : 00 AM

Registration close date* 10 : 00 AM

Time zone*

Available seats*

Save **Cancel**

Step 4: Meeting Elements or Recording Elements

Step 4 - Meeting 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.

Event Presenters

List of presenters for the event.

Event Presenters		0 - 0 of 0	Show: 10
New Presenter	Insert Existing	Remove	

No presenters are assigned to any of the meetings associated with the event. Use New Presenter or Insert Existing to add a presenter to one or more meetings.

- To create a new presenter, enter the Name, E-mail address, Presenter image, Presenter Information
- Assign presenter to event meetings
- Click **Save**

Create Presenter

Create a new presenter and assign to meetings by selecting the meetings below. The newly created presenter is added to the Presenter library.

*** Required entry**

Name *

E-mail address *

Presenter image

Presenter information

Assign presenter to event meetings Select All test

- **Meeting Handouts** (only for events with Live Meetings)
 - To add handouts to the Live Meeting sessions that attendees can download during the sessions.

Meeting Handouts

Handouts can be associated with one or more meetings.

Note: You will see only handouts that are uploaded from this page. The handouts uploaded from Live Meeting Client are not visible here.

Meeting Handouts				0 - 0 of 0	Show 10
New Handout	Delete Handout				
<input type="checkbox"/> Handout		Meeting Name	Uploaded On	Size	

[Scanning Information](#)

Done

- **Tests** - To create tests that can be administered to attendees during or after the event.
 - To create a test, select **New**
 - Enter Title, Author, Description, Instructions
 - Select **New** under **Test Questions** to add questions to the test.
 - In **Assign tests to event meetings**, identify the event(s) to which the test is to be assigned.
 - Click **Save**

Event Tests

The newly created tests are added to the library.

Test				0 - 0 of 0	Show 10
New	Insert Test	Remove	Preview		

Create a test

Create/Edit a test

* Required entry

Title *

Author *

Description

Instructions

Test questions *		0 - 0 of 0	Show: 10
<input type="checkbox"/> New	<input type="checkbox"/> Delete		

Options

Send score by e-mail

Display answer key at the end of the test

Assign tests to event meetings

Select All

test

Save **Cancel**

- After Steps 1 through 4 are completed, click **Save, Summary, Publish Now** or **Cancel**



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

- On the **My Home** page, click **Events**.
- On the Events page, In the drop-down view list, select **Unpublished** or **All**.

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.

Note: To see events around recording select "All" or "Past" from the drop down menu.

Upcoming	1 - 1 of 1	Show: 10	
<ul style="list-style-type: none"> Upcoming Past Unpublished All 	Edit Event Delete Find		
<input type="checkbox"/> test	Organizer	Pending Approvals	Unpublished

- Click the event title. The **Event Summary** page appears.
- To preview the event, point to **Preview**, and then click **Registration Page, Entry Page, or Survey**. Click **Back**.
- To publish the event, click **Publish Now**.

Event Summary

Review the event information below. The invited registrants will be able to register for the event only after the event is published. To manage tests, expand the meeting by clicking on the icon next to the meeting title and then click on Manage Test. To send invitations or updates about the event, click Send e-mail. To preview pages associated with the event, click Preview. If you need to edit the event information, click Edit Event.

Send E-mail	Preview	Manage Registrants	Edit Event
-------------	---------	--------------------	------------

Title	test
Description	test for User Guide
Registration approval	Manual
Registration Link	https://www.livemeeting.com/lrs/1100001071/Registration.aspx?pageName=
Survey	There is no survey for this event.
Handout	There are no handouts available for the event
Status of the Event	Unpublished

Event Meetings	
Meeting Title	Start Date
<input type="checkbox"/> test	10/16/2008 9:30 AM EDT

Publish Now
Publish Later

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

- On the **Events** page, find the event for which you want to send invitations.
- In the list of events, click the title of the event.
- On the **Event Summary** page, point to **Send E-mail**, and then click **Send Invites**.
- 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 (;).
- In the **Subject** text box, type a subject.
- In the **Message** text box, type a message.
- To preview the invitation, click **Preview**. Click **Done**.
- To send the invitation, click **Send**.

Send E-mail Invitations

Invitations to the event are sent through e-mail. To send the invitation to multiple recipients, separate each e-mail addresses with a comma or semi-colon.

*** Required entry**

To *****

Subject *****

Message

Notification Preview

Subject

Preview of the notification

You can register for an online event at
<https://www.livemeeting.com/lrs/1100001071/Registration.aspx?PageName=hb6fgkb1wrg2hqmf>

Event title: test

Event description:
test for User Guide

Event presenters:
Abbie Tester
Abbie Tester is a test Presenter

Message from the event organizer:
This is a sample message for the Test Event

Notice
This email was sent by Microsoft® Office Live Meeting on behalf of Microsoft's customer. Please refer to Microsoft's privacy statement (<http://go.microsoft.com/fwlink/?LinkID=79886&uclid=0x409>) for additional information.

User Guide: Advanced and Customized Net Conference with Microsoft Office Live Meeting - Event Registration

- Attendees will receive the email invite to register for the Event. The Registrant will click the registration link embedded in the email.

From: [redacted] [invitations@livemeeting.com]
To: [redacted]
Cc:
Subject: test event email message

You can register for an online event at
<https://www.livemeeting.com/lrs/1100001071/Registration.aspx?PageName=hb6fgkblwrg2hqmf>

Event title: test

Event description:
test for User Guide

Event presenters:
Abbie Tester
Abbie Tester is a test Presenter

Message from the event organizer:
This is a sample message for the Test Event

- After Attendees complete the Event Registration form, they will click **Submit/Register**.

Event Registration

Event Title test
Event Description test for User Guide

Presenters		
Image	Name	About the presenter
No Image	Abbie Tester	Abbie Tester is a test Presenter Presenting: test

***Required entry**

Select the meetings you wish to register for*

Select All

Meeting Title test

Start time 10/16/2008 9:30 AM EDT
End time 10/16/2008 10:30 AM EDT

Registration Information

Prefix

First Name*

Initial

Last Name*

E-mail address*

Title

Company

Department

Street address 1

Street address 2

City

State/Province

Zip Code

Country/Region

Phone

Fax

Custom1

Custom2

Register



User Guide: Advanced and Customized Net Conference with Microsoft Office Live Meeting - Event Registration

- Attendees will receive a confirmation of their event registration.

Thank you for registering for this event. You will receive an e-mail that will let you know whether your registration is approved.

Meeting Name	Status
test	Registration Successful

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
- 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).
- Select the registrants you want to approve, and then click **Approve**.
- Select the registrants you want to deny, and then click **Reject**.
- Click **Done**.

Manage Registrants
 To approve or reject a registrant, select the check box next to each registrant's name and then click **Approve** or **Reject**.

Maximum number of registrants who can register for the meeting: 2500

Meeting	Seats Available	Approved Count
test	10	0

Filter by: Pending (1)

Registrants		
Approve	Reject	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	First Name Meeting Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Melanie test Pending

Done

- The Status and Confirmation Number will be updated for each Registrant upon being **Approved**.

Registrant Details

Registered Schedule			
Approve	Reject		
<input type="checkbox"/>	<input type="checkbox"/>	Meeting Name	StartTime Status Confirmation Number
<input type="checkbox"/>	<input type="checkbox"/>	test	10/16/2008 9:30 AM EDT Approved kkg0qr72sh3h72pf

Done

Demographics Response

Prefix Ms.
 First Name Melanie
 Last Name Attendee-1
 E-mail address eva.jasinski@verizonbusiness.com

Registrant Question Response

Delete Registrant Done



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

- Log into your Advanced Net Conference with Microsoft Live Meeting service via Manage My Meetings or the site URL directly. Enter your Manage My Meetings username and password.
- On the **My Home** page, click **Events**.
- 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.

To view event details

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

Event Summary

Review the event information below. The invited registrants will be able to register for the event only after the event is published. To manage tests, expand the meeting by clicking on the icon next to the meeting title and then click on Manage Test. To send invitations or updates about the event, click Send e-mail. To preview pages associated with the event, click Preview. If you need to edit the event information, click Edit Event.

Send E-mail Preview Manage Registrants Edit Event View Reports

Title	test
Description	test for User Guide
Registration approval	Manual
Registration Link	https://www.livemeeting.com/lrs/1100001071/Registration.aspx?pageName=hb
Survey	There is no survey for this event.
Handout	There are no handouts available for the event
Status of the Event	Published

Event Meetings	
Meeting Title	Start Date
<input checked="" type="checkbox"/> test	10/16/2008 9:30 AM EDT

Done

To edit an event

- Select the check box next to the event, and then click **Edit Event**.
- The **Create or Edit Event** page will appear.

Event Summary

Review the event information below. The invited registrants will be able to register for the event only after the event is published. To manage tests, expand the meeting by clicking on the icon next to the meeting title and then click on Manage Test. To send invitations or updates about the event, click Send e-mail. To preview pages associated with the event, click Preview. If you need to edit the event information, click Edit Event.

Send E-mail Preview Manage Registrants Edit Event View Reports

Title	test
Description	test for User Guide
Registration approval	Manual
Registration Link	https://www.livemeeting.com/lrs/1100001071/Registration.aspx?pageName=hb
Survey	There is no survey for this event.
Handout	There are no handouts available for the event
Status of the Event	Published

Event Meetings	
Meeting Title	Start Date
<input checked="" type="checkbox"/> test	10/16/2008 9:30 AM EDT

Done

- Edit the event and Click **Save**

Create or Edit an Event

To create an event, enter a title, description, the type of event (Live Meetings or recorded sessions), and if registrations will be manually or automatically approved. You may also assign presenters, create entry questions, surveys, and more. Note: You must create a title, description, whether the meeting has Live Meetings or recordings and how registrants are approved. When this information is provided, you can add meetings, tests, surveys, etc.

Important: Microsoft prohibits the use of this Service to send spam or illegal content. By using this Service, you agree to abide by the [Acceptable Use Policy](#).

* Required entry

Step 1 - Event Basics (Required)

Title*	test
Description*	test for User Guide
The event has*	Live Meetings
Registration approval*	Manual
Make the event public	<input type="checkbox"/>

Delete an Event

When you delete an event, you remove the event from the Events page and you delete all meetings, reports and registrant responses for the event from the Live Meeting.

To Delete an Event

- On the Events page, find the event you want to delete.
- Click the box next to the event you want to delete and click **Delete**

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.

Note: To see events around recording select "All" or "Past" from the drop down menu.

All | 1 - 4 of 4 | Show: 10

New Event Edit Event **Delete** Find

<input type="checkbox"/>	Title	Organizer	Pending Approvals
<input type="checkbox"/>	test		Unpublished
<input checked="" type="checkbox"/>	Test		Unpublished
<input type="checkbox"/>	+ test		0
<input type="checkbox"/>	test recorded session		Unpublished

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.
Single answer (Drop-Down)	Multiple choice question where respondents can choose one response from a list.
Multiple answers (List Box)	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."

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.

Contact Us

If you would like technical assistance with Net Conferencing, please contact us at (866) 449-0701 (US Only) or (773) 864-4972. Our e-mail address is nettech@verizonbusiness.com.

If you would like to speak to someone immediately, contact a Conferencing Specialist. To schedule or change a reservation, please call your nearest reservation center.

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