Powered by

Microsoft Office
Live Meeting

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Customized Net Conference

How to Use Microsoft® Office Live Meeting 2005 Event Registration

Event Registration is a feature of Customized Net Conference Powered by Microsoft Office Live Meeting and is designed to help facilitate large meetings and events. With Event Registration, users are given access to a variety of features to help customize their online events.

Get Started

Before you use Live Meeting Event Registration, ensure that you have the following:

• Basic knowledge of how to schedule Live Meeting sessions
• The Live Meeting Event Registration URL for your organization
• Your Conferencing user name and password

Note: Your user name and password are the same for your Registration and conference center URLs

Quick Start

To Sign In to Live Meeting Event Registration

1. In your Internet browser, enter the Registration URL for your organization.
2. On the Login to the Live Meeting Registration System page, enter your user name in the User Login box, enter your password in the Password box, and then click **Login.**

To Create a Basic Event

Note: An event that you create includes a schedule for one or more meetings. Each meeting on the event schedule is an individual Live Meeting session.

1. On the Events page, click Create a **new event.**

Events

⊞ Create a new event

2. On the **Create a new event** page, type a title and an optional description for the event, and then click **Next.**
3. On the **Schedule Meeting** page, indicate the start and end time, the time zone for the Start and End time, and whether you are scheduling a one-time meeting or a recurring meeting.

Note: You can also add, edit, and delete meetings later on the **Set Up Event** page.

4. In the **Registration Approval** list, do one of the following:

- Select **Manual** if you want to approve or reject each participant's registration manually before sending an automatic e-mail confirmation.
- Select **Automatic** if you want Live Meeting Registration to approve each participant's registration automatically and send an e-mail confirmation after they have finished registering.

5. If you want to change options for the meeting, click **Meeting Options**. Make the changes that you want by using the same steps that you would follow for any Live Meeting session, and then click OK.

Note: All default meeting options that you have configured by using Live Meeting Manager will apply to meetings that you add to the schedule for the registered event.

6. On the **Schedule Meeting** page, click Save.
7. On the **Set Up Event** page, click Create Event.

Set Up Event Details

Now that you have created an event, you can use the **Set Up Event** page to set up optional event details.

To View the Set Up Event Page

1. Sign in to Live Meeting Registration as explained earlier.

2. On the **Events** page, find the event that you want to set up. Use the **Search** box or the **Previous/Next** links as needed to find the event in the list.
3. In the row containing the event title, click the icon in the **Edit** column.

To Add Event Presenter Information

1. On the **Set Up Event** page, next to Presenters, click **Edit.**

2. On the **Presenters** page, you can do the following:

   - To add a presenter to the list of presenters that you can choose from, click **Create** a new presenter. Then, on the **Create Presenter** page, provide information about the presenter and then click **Save**.

Note: Recommended presenter image size is 150x150 pixels.

   - To select a presenter from the Presenter list and add him or her as a presenter for your event, select a presenter from the **Existing presenters** list, and then click **Assign Presenter to an Event.**
   - To edit a presenter's information, click **Edit** next to his or her name in the list. On the **Edit Presenter** page, update the information about the presenter and then click Save.

3. On the **Presenters** page, click **Save**.

To Add Event Branding

1. On the **Set Up Event** page, next to Branding, click **Edit**.
2. On the **Branding** page, you can do the following:

   - To build a brand or add to the list of brands that you can choose from for this event, click **Create new brand.** On the **Create Branding** page, provide information about the brand and then click **Save.**

Note: Maximum branding image size is 120 pixels (height) by 600 pixels (width).

   - To assign a brand from the list to your event, click the button in the **Assign** column.

3. On the **Branding** page, click **Save.**

On the **Set Up Event** page, you can also set up the event schedule, get registrant information and feedback, and manage registrant correspondence. See the later sections of this topic for more information.

Set Up Registrant Profile and Survey Questions

You can gather information in the following ways about the people who register for your event:

• When a person registers for the event, ask for basic demographic and contact information.
• When a person registers for the event, ask specific questions.
• When a person enters the meeting, ask specific questions.
• After an event is over, send a survey to each registrant.

To Set Up Basic Registrant Information

1. On the **Set Up Event** page, next to Registrant Information, click **Edit.**
2. For each field shown on the **Registrant Information** page, do the following:

  • To include the information field with the registrant information that you gather for this event, select the check box next to the field name.
  • To require a registrant to supply the information for a field, select the **Required Field** check box.
  • To replace the field text that is shown in the **Field** column with alternate text that will be displayed to the registrant, type the text that you want to display in the **Alternate Display** box.

3. Click **Save.**

To Set Up Registration Questions

1. On the **Set Up Event** page, next to Registration Questions, click **Edit.**
2. On the **Registration Questions** page, you can do the following:

  • To add a question to the list of questions that you can choose from, click **Create a new question.** On the **Create Registration Questions** page, provide information about the question (including the answers you will allow), and then click **Save.**
  • To add a question from the **Registration Questions** list as a registration question for your event, select a question from the **Question** list and then click **Assign Question to an Event.**

3. Click **Save.**

To Set Up Post-Event Survey Questions
1. On the **Set Up Event** page, next to Survey, click **Edit.**
2. On the **Survey** page, you can do the following:

  • To add a survey to the list of surveys that you can choose from, click **Create a new survey.** On the **Create Survey** page, provide information about the survey (including the questions and macros that the survey will contain) and then click **Save.**

Note: For more information about using macros, see "Set Up Registrant Notifications" later in this topic.

  • To select a question from the **Survey** list and add it as a survey question for your event, pick a survey from the **Survey Name** list, and then click **Assign Survey to an Event.**

Note: Surveys are conducted by using a separate URL that you can send to registrants by e-mail or display as a web slide in the Live Meeting console during your event.

3. Click **Save.**

Set Up Registrant Notifications

You can correspond with registrants for your event by setting up automatic e-mail notifications that are composed of macros and other information. Macros are predefined text segments that are presented to registrants in the subject line and body of the event-related correspondence that registrants receive. The macros available for each notification depend on the type of notification you specify that you are sending.
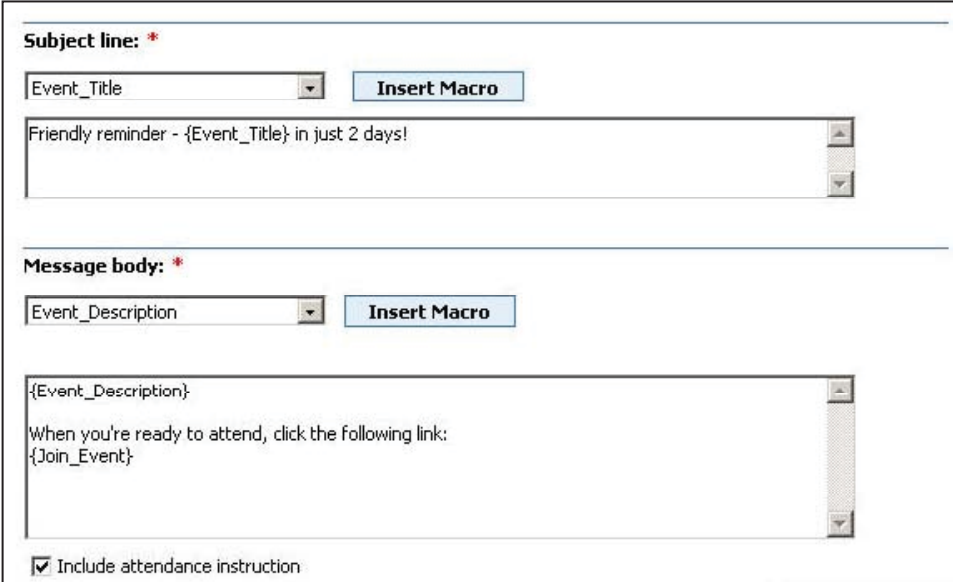
Live Meeting includes three default notifications: Approval Denied, Confirmation, and Reminder. You can create additional notifications as needed.

Note: Notifications are sent only to approved registrants.

To Set Up Registrant Notifications

1. On the **Set Up Event** page, next to Notifications, click **Edit.**
2. On the **Notifications** page, you can do the following:

   - To add a notification to the list of notifications that you can choose from, click **Create a new notification.** On the **Create Notification** page, provide information about the notification (including the macros that the notification will contain) and then click **Save.**
   - To add a notification for your event, select a notification from the **Existing notification** list and then click **Assign Notification to an Event.**

Note: Optionally, you can select the **Include attendance instruction** check box to include instructions for attending the meeting with each notification sent.

3. When you are finished making changes to the list of notifications for this event, click **Save.**

Register People for an Event

Invitations to registered events are not sent automatically. Because Registration only tracks the registration and participation of meeting attendees who are registered for an event, you must send invitations manually by using your e-mail program.

After people start registering, you can approve their registration manually if you specified this option when creating the event. Approving a participant's registration allows him or her both to attend the event and receive notifications about the event.

To Invite People to Register for an Event

• Use your e-mail program to send invitations. Include the URL for your event registration page. You can find this URL on the **Set Up Event** page for your event.
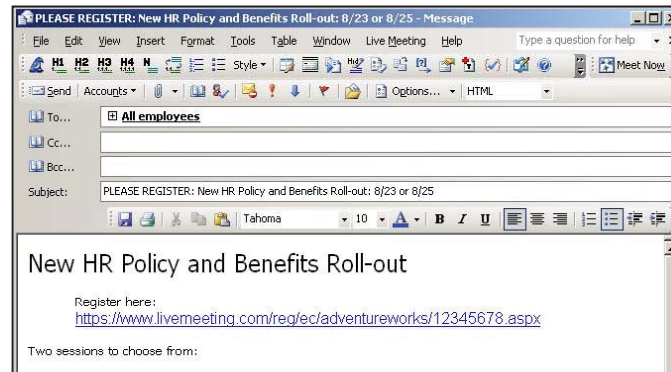
To Approve Registration

1. On the **Events** page, in the **Approve** column, click **Pending.**
2. Select the registrants that you want to approve, click **Approve**, and then click **Done.**

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 Live Meeting.

To Delete an Event

1. On the **Events** page, find the event that you want to delete. Use the **Search** box or the **Previous/Next** links, as needed, to find the event in the list.
2. In the row that contains the event title, click the check box in the **Delete** column.
3. Repeat steps 1 and 2 for any additional events that you want to delete.
4. Click **Delete** selected.
5. In the confirmation dialog box that appears, click **OK.**

Resources

To learn about Live Meeting, including training offerings and technical support, visit the support link at the bottom of your Customized Net Conference website.

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We never stop working for you.