Design for Learning WebEx Event Center Quick Start Guide
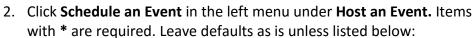
Scheduling an Event

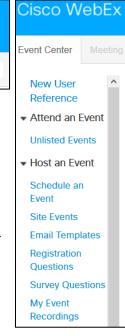1. Visit https://scrlcevents.webex.com/mw3000/mywebex/default.do?siteurl=scrlcevents and **login** on the upper right (X out any popups for event add-ins like Outlook).

    a. **Login:** dharris
    b. **Password:** Ncayuga108

2. Click **Schedule an Event** in the left menu under **Host an Event.** Items with ***** are required. Leave defaults as is unless listed below:

    a. ***Event name:** Give your event a name everyone will understand.

    b. **Registration**: think about whether you want to require this or not. It's one more step for the attendees.

    c. ***Start date:** The day your meeting is on.

    d. ***Start time:** When your meeting is. You must set this at least 15 minutes in advance of when you plan to use it.

    e. **Estimated duration:** how long is the event expected to last.

    f. ***Time zones:** make sure the time zone matches yours, and add others if applicable.

    g. **Email reminder:** it's a good idea to set some kind of reminder, how early is up to you.

    h. **Select conference type**: Leave as is if you want to us computer audio instead of having to call in.

        i. **Provide audio to attendees using Audio Broadcast**: check the box if you want to us computer audio instead of having to call in. This way they can do either.

        ii. **Mute upon entry for all participants**: for large meetings this is a good idea.

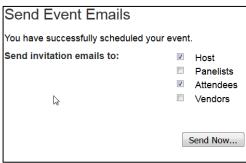   i. **Description**: a brief description of the meeting is always a good idea.

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j. **Event Material**: pre-load if you want attendees to see your materials in advance.

k. **Who can view the attendee list:** consider whether privacy is a concern for your event.

l. **Attendees:** click the link to "create invitation list."

   i. **New Attendee:** fill out the form and click the button to "add to invitation list." Chceck the box to "**Add new attendee in my address book**" if you will be inviting these attendees to future events. Repeat until all appear under "**Attendees to Invite**." Include yourself, as this account is not yours. You'll see what attendees see for invitations.

   ii. **Attendees to Invite:** when this list is complete, **check all the boxes** next to the names and **click the button** to "invite."

m. **Invite friends:** depends on whether your event is open or not.

n. **Presenters & Panelists:** if you're inviting others to present, follow same instructions as attendees for those participants.

o. **Email Messages**: click the link for each message to edit the text, but do no change anything between the % signs, as those are autofilled from other event information. Click the boxes for the emails you'd like WebEx to automatically send and choose dates/times for when.

p. **Click button** to "Schedule this event" at the bottom right of the page and proceed to the next page.

q. **Check the box** to "Send invitation emails to: hosts and attendees."

r. **Click button** to "Send now…"

s. **Click "OK"** in the pop up.

t. **Click button** to "Continue" to confirmation page.

u. **Double check information** and edit event if necessary.