

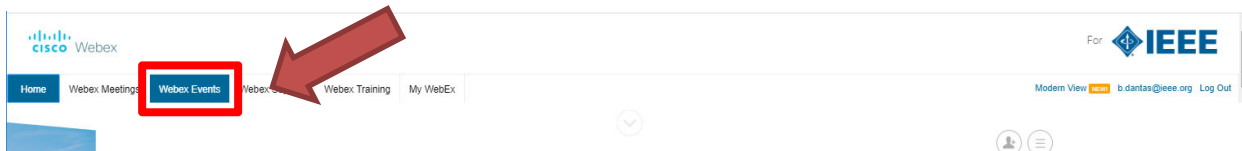
STEPS TO CREATE EVENT *Via WEBEX EVENT CENTER*

If you do not have a Webex account, follow steps mentioned in other attachment to make a request for Webex Account.

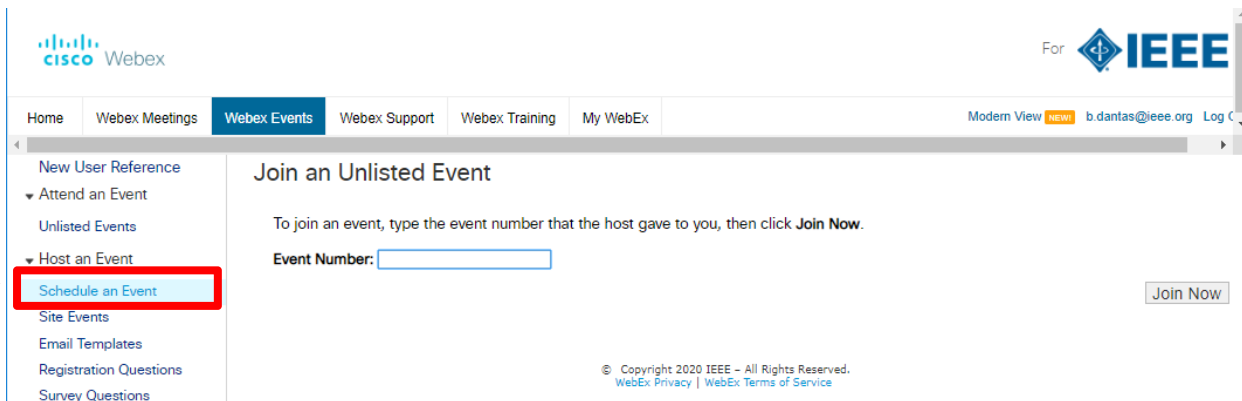
Log into WebEx Account at: <https://ieee.webex.com/>

Select: "Webex Events"

- If you do not have a Webex account, refer to notes/steps/procedures to access a Webex account via IEEE Help Desk.



Select: "Schedule Event"



Fill-out needed fields on form (refer to below as a sample)

TIP: If this is an event you will need for several future events, be sure to save as a template. This way it keeps all your specific items. Then you just need to select the template and update date and time of meeting.

- Event Name
- Event Password – (create something easy for you to remember)
- Start Date, time, duration, time zone
- Attendees to join 15 minutes before & Email reminder 15 minutes before

The screenshot shows the 'Schedule an Event' page in the Webex interface. The 'Basic Information' section contains the following fields and options:

- Event type:** Online Event (dropdown)
- Event name:** (text input field, highlighted with a red box)
- Listed on public calendar
- Delete from My Meetings when completed
- Registration:** Required
- Event password:** (text input field, highlighted with a red box)
- Program:** (dropdown menu)

The 'Date & Time' section contains the following fields and options:

- Start date:** March 16, 2020 (calendar icon)
- Start time:** 2:45 pm (dropdowns for hour, minute, and AM/PM)
- Estimated duration:** 1 hour 00 minutes (dropdowns for hours and minutes)
- Time zones:** New York (Eastern Daylight Time, GMT-04:00) (dropdown menu)
- Attendees can join 15 minutes before the scheduled start time
- Attendees can also connect to audio conference
- Email reminder:** Send me a reminder email 15 minutes before event starts (dropdown menu)

Audio Settings – decide how you want to have your meeting.

- Select the below Webex Audio options
- NOTE: Choose if you want to hear a “Beep” when folks join or if you do not want to hear a beep be sure to select: “No Tone”

The screenshot shows the 'Audio Conference Settings' section of the Webex interface. The following options are highlighted with red boxes:

- Select conference type:** Webex Audio (dropdown menu)
- Display global call-in numbers
- Allow attendees to receive a call back (call-in will still be available)
- Provide audio to attendees using Audio Broadcast
- Mute upon entry for all participants
- Entry & exit tone:** Beep (dropdown menu)
- Description:** No Tone (text input field)

Event Descriptions & Options

This can be customized if you would like or you can leave as is and continue on

New User Reference

- ▼ Attend an Event
 - Unlisted Events
- ▼ Host an Event
 - Schedule an Event
 - Site Events
 - Email Templates
 - Registration Questions
 - Survey Questions
 - My Event Recordings
- ▼ Manage Programs
 - Create New Program
 - List of Programs
- ▼ Set Up
 - Webex Events
 - Referrals

Event Description & Options:

Description: [?](#)

[Upload](#) a picture about the event description

Host image: [Upload](#) a picture of yourself or the presenter

Event material: [Upload](#) event material for attendees to download before event starts

Other UCF options: Do not allow attendees to share rich media files in this event
 Request attendees to verify rich media players

Who can view the attendee list: All participants
 Only the host, presenter, and panelists

Video: Turn on video

Post-event survey: [Create post-event survey](#)
 Do not display survey to attendees
 Display survey in pop-up window
 Display survey in main browser window (instead of destination URL)

Destination URL after event:

Decide if you want to have the Webex system do the following. If not using these features, skip over but be sure to share the details to join. Refer to below sub-bullets.

Attendees & Registrations

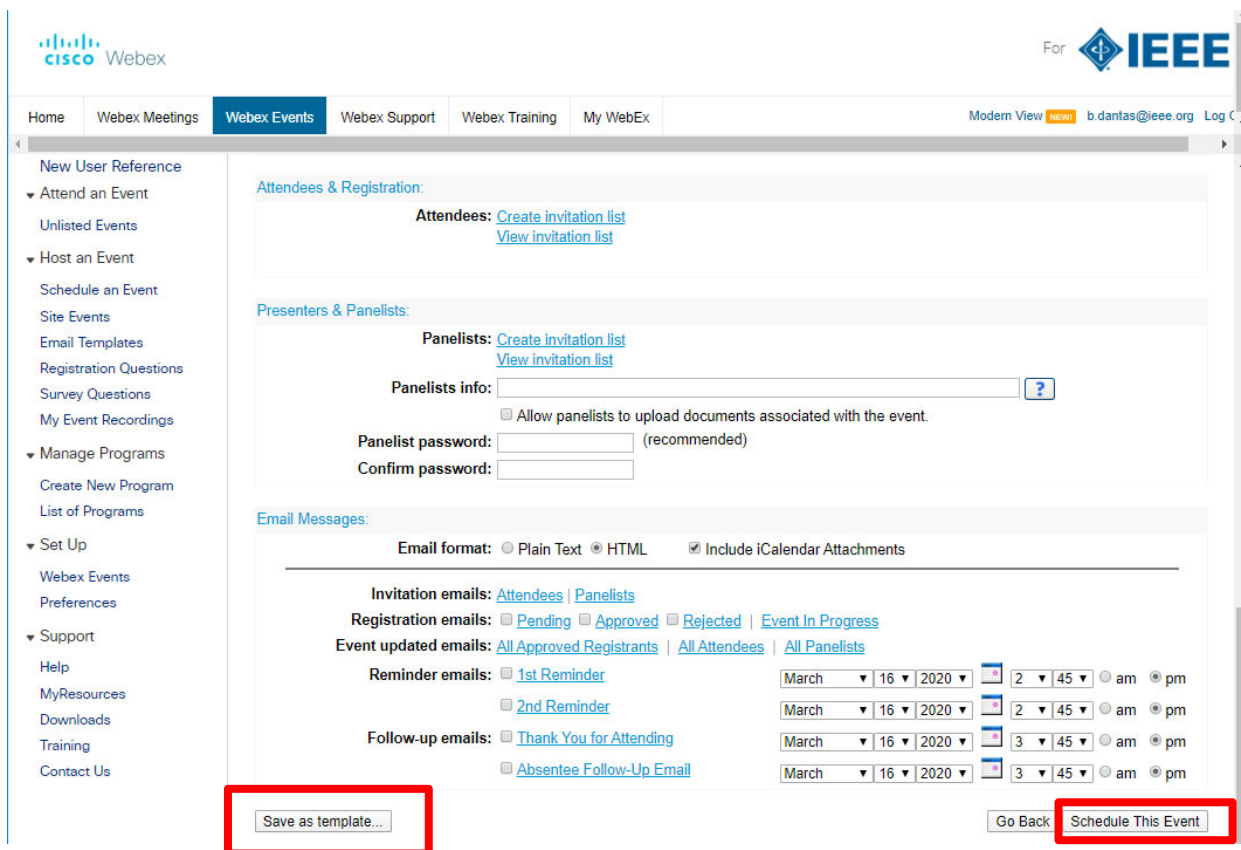
- *As a host, you can provide the details in a calendar invite and email a custom message to your attendees with details to join. Once meeting is created, the host will get an email with the details --- "Forward this to Attendees". That would be the details to share.*

Presenters & Panelists

- *A good tip, keep all as attendees and then the host can elevate a particular attendee to be a panelists once meeting is live. This way all join in the same way; less confusion with links, etc.*

Email Messages

- *These messages can be customized as needed. Click on the below if you want. Otherwise just send your messages as needed and use your calendar invite for the details.*

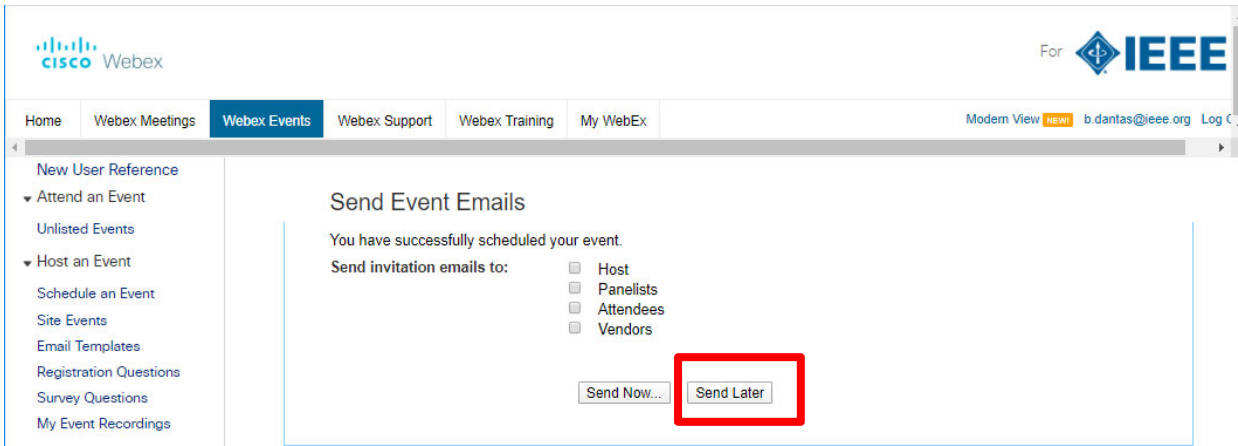


If you want this as a template CLICK: **“Save as a template”**

Otherwise, CLICK **“Schedule This Event”**

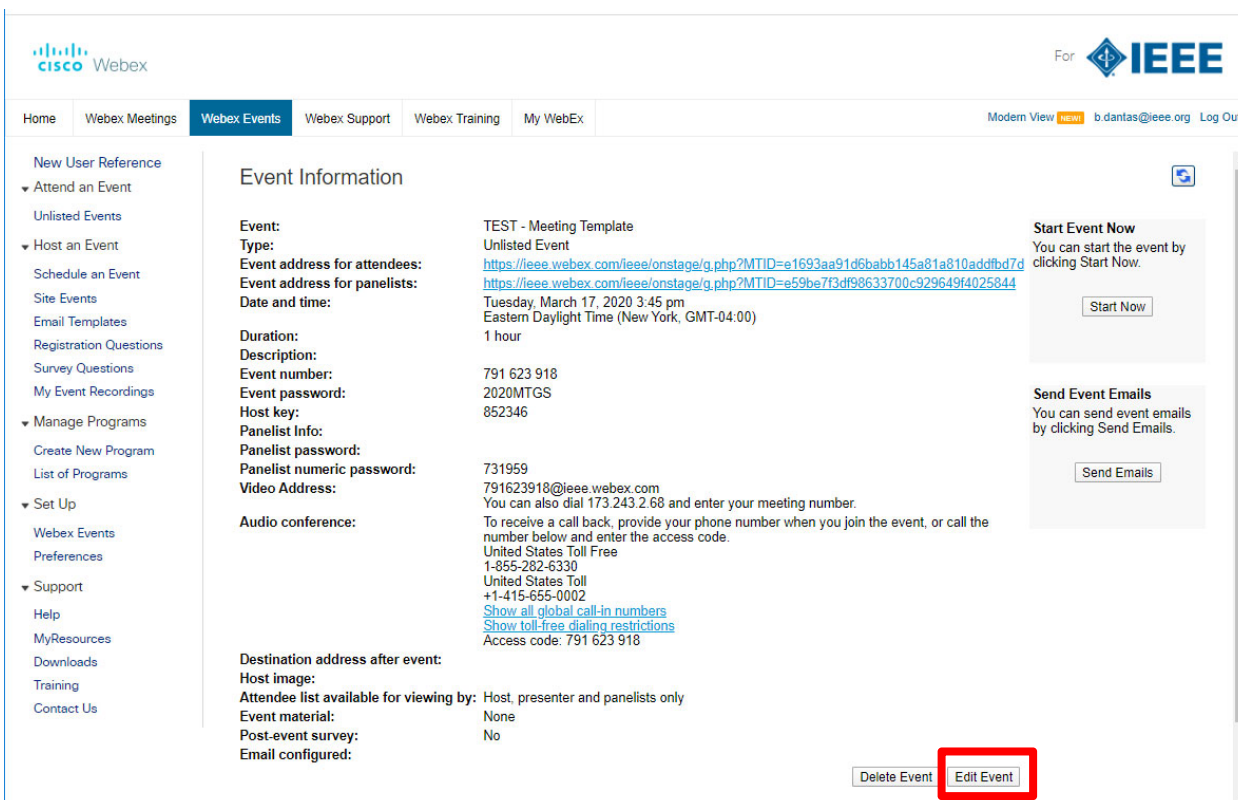
AFTER CLICK “Schedule This Event”, this appears

You can click Send Later as the message will get sent to you as Host and then you can customize and proceed as needed.



This will appear, all details about event.

**If info needs to be updated (wrong time, date, etc.) click on Edit Event and make needed changes. Be sure to save when done.*



Check your email, for details for Attendees.

Feel free to add to your calendar and include your attendees. Be sure to include only the details for attendees and DO NOT SHARE YOUR HOST ID.

WHEN TIME TO START THE MEETING – Meeting Day.

Host should click Start Event

Tue	When	Tue 2020-03-17 3:45pm – 4:45pm (EDT)	12j
	Where	https://ieeewebex.com/ieeewebex/onstage/g.php?MTID=e59611d4a2069f6a451936abf0c30eb3a	12j
	Who	webex*	3:4
		<input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/>	4pr
		More options	

When it's time, start the Webex event here.

Host: Barbara Dantas (b.dantas@ieee.org)
Event number (access code): 791 623 918
Host key: 852346 (Use this to reclaim host privileges.)

Tuesday, March 17, 2020 3:45 pm, Eastern Daylight Time (New York, GMT-04:00)

Event address for attendees: <https://ieeewebex.com/ieeewebex/onstage/g.php?MTID=e59611d4a2069f6a451936abf0c30eb3a>

Event address for panelists: <https://ieeewebex.com/ieeewebex/onstage/g.php?MTID=e9e5ea3d24505f4d88d722dabee92ad75>

Audio conference information

Webex Events

Event: TEST - Meeting Template
Type: Unlisted Event
Event address for attendees: <https://ieeewebex.com/ieeewebex/onstage/g.php?MTID=e1693aa91d6babb145a81a810adffbd7d>
Event address for panelists: <https://ieeewebex.com/ieeewebex/onstage/g.php?MTID=e59be7f3df98633700c929649f4025844>
Date and time: Tuesday, March 17, 2020 3:45 pm Eastern Daylight Time (New York, GMT-04:00)
Duration: 1 hour

Start Event Now
You can start the event by clicking Start Now.

Send Event Emails
You can send event emails by clicking Send Emails.

Audio conference: in the event, or call the number below and enter the

Destination address after event:
Host image:
Attendee list available for viewing by: Host, presenter and panelists only
Event material: None
Post-event survey: No
Email configured:

Delete Event Edit Event