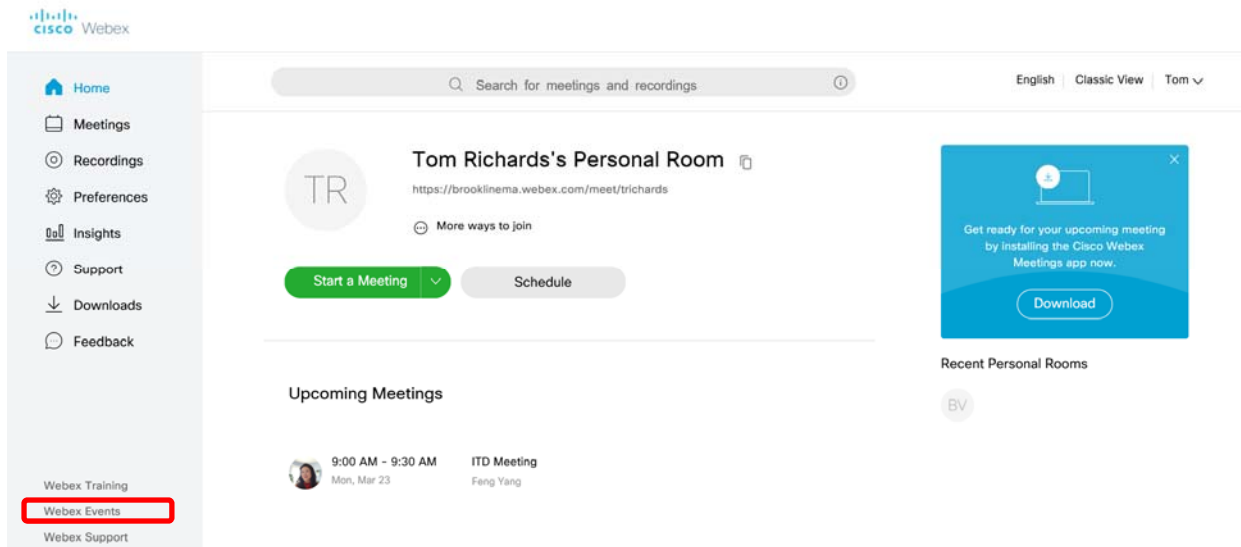
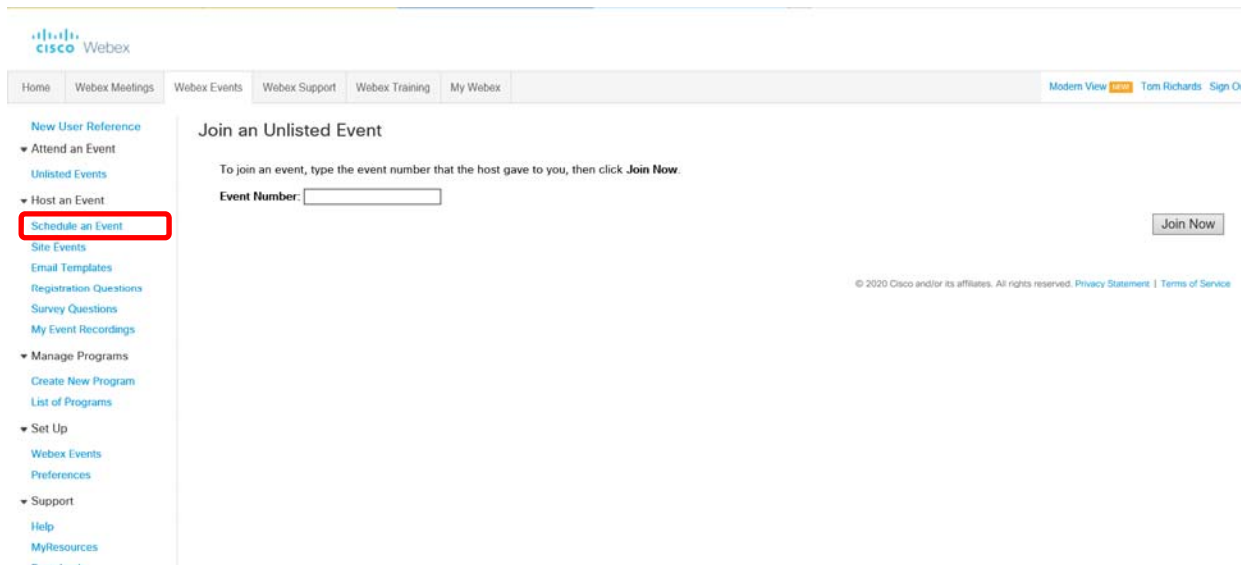


# WebEx Events – Quick Reference Guide

Log into your brooklinema.webex.com account and choose **WebEx Events** from the lower left:

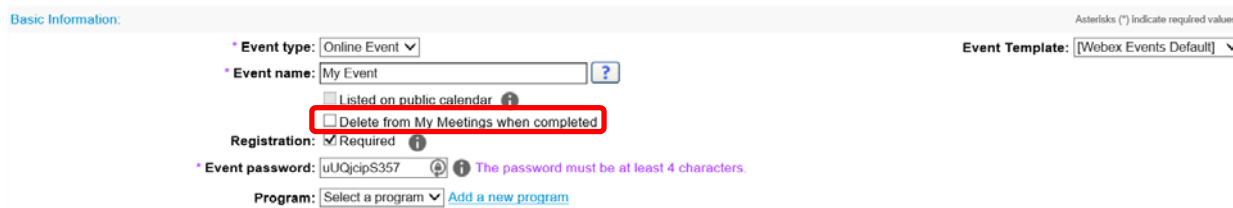


From the **Host an Event** menu, select **Schedule an Event**:



Although there are several settings available, only the ones with an asterisk (\*) are required:

## Schedule an Event



It is recommended that you clear the “Delete from My Meetings when completed” option so that you will have access to event information after the event ends. Also, **Registration** is required by default. This will allow you to have a record of all attendees.

Date & Time:

\* Start date: March 23 2020

\* Start time: 11:00 am [Plan event time zones...](#)

Estimated duration: 1 hour 00 minutes

\* Time zones: New York (Eastern Daylight Time, GMT-04:00) [Display more time zones](#)

Email reminder: Send me a reminder email 10 minutes before event starts

Set the **Date**, **Time** and **Duration** for your Event. You may also set an email reminder for yourself.

Configure the **Audio Conference Settings**:

Audio Conference Settings:

Select conference type: Webex Audio

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: No Tone

Message from webpage

Audio Broadcast allows attendees to hear the audio conference through their computer speakers. Attendees must request permission to join the audio conference.

OK

Schedule This Event

If you would like attendees to be able to listen via their computer rather than requiring them to call in, select the **“Provide audio to attendees using Audio Broadcast”** option. (Note: By default, email messages to participants include teleconference numbers. Edit the email messages if you do not want this information to appear.)

You may now click **Schedule This Event**, or you may continue to configure your event further by clicking the **Expand All** link to the right:

Schedule This Event

Expand All

Configure the **Event Description & Options**:

Event Description & Options: [Collapse All](#)

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:

Configure the **Attendees & Registration**:

Attendees & Registration: [Collapse All](#)

Attendees: [Create invitation list](#)

Invite friends:  Allow registrants to invite friends to this event

Maximum number of registrants:

Registration form: Click [here](#) to customize your registration form

Destination URL after registration:

Approval required:  Yes  No [Set up approval rules](#)

Registration password:  Yes, specify password:

No

Registration ID required:  Yes  No

## Configure the Presenters & Panelists:

Presenters & Panelists: [Collapse All](#)

Panelists: [Create invitation list](#)

Panelists info:  [?](#)

Allow panelists to upload documents associated with the event.

Panelist password:  (recommended)

Confirm password:

## Configure the Email Messages:

Email Messages: [Collapse All](#)

Email format:  Plain Text  HTML  Include iCalendar Attachments

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Invitation emails: [Attendees](#) | [Panelists](#)

Registration emails:  Pending  Approved  Rejected | [Event In Progress](#)

Event updated emails: [All Approved Registrants](#) | [All Attendees](#) | [All Panelists](#)

Reminder emails:  [1st Reminder](#)  [2nd Reminder](#)

Follow-up emails:  [Thank You for Attending](#)  [Absentee Follow-Up Email](#)

March	23	2020		11	00	<input checked="" type="radio"/> am	<input type="radio"/> pm
March	23	2020		11	00	<input checked="" type="radio"/> am	<input type="radio"/> pm
March	23	2020		12	00	<input type="radio"/> am	<input checked="" type="radio"/> pm
March	23	2020		12	00	<input type="radio"/> am	<input checked="" type="radio"/> pm

To save time in the future, you may use the **Save as template...** button to save these settings as your default configuration