Event Settings

Dial in Feature

Users can join the session from their phone anonymously without having to use a browser to join the session

1. Create a new session

2. Copy and paste dial in where users can see

Each session will have a unique phone number and PIN in which participants dial the number on their phone and input the PIN to join the session

Participants can also join a session through facetime and other call applications as well by clicking on the dial in feature and selecting their preferred application.
1. Click on the session you want to join

2. Click on dial in

3. Select your preferred application
**Guest Access**

Guest access can be enabled to allow guest lecturers, potential students or other users who are not directly participating in your course to access your session.

1. Create a new session/edit an existing one

![Create a new session or edit settings of existing session](image1)

2. Create a name for the session.

![Create a new session or edit settings of existing session](image2)

When creating a new session Guest Access should be selected on default when

3. Copy and paste the link where participants can use the link
Guest’s roles can be controlled to be either participant, presenter or moderator. This can be done by clicking on the drop-down box of Guest Role.
Event Details

Event details allows you to control the start/end day and time, repeat session, early entry before start time for the session and also the description of the event.

1. Create a new session or edit an existing one

2. Expand Drop-down list for Event details
3. Event details

Start date and time: Allows to edit the starting date and time of the session

End date and time: enables you to edit the end date and time of the session

No end (open session): Disables the end date

Repeat session: Repeats the session based on regular intervals that is decided

Early entry: allow participants to enter the session before the start time
Start Date

1. Click on the calendar icon/textbox and/or the clock icon below start

2. Edit the Date/Time or type Date/Time
End Date

1. Calendar icon/textbox and or the clock icon/textbox below end

2. Edit the Date/Time or insert Date/time
No End (open session)

1. Select no end (open session)

When no end is selected, End date/time should be greyed out to indicate that the session will not end.
Repeat session

Repeat session feature allows the session to be repeated at regular intervals

1. Create a new session/edit an existing one

2. Expand Drop-down list for Event details

3. Select repeat session
4. Select intervals of repeat session
**Early Entry**

Early entry feature allows participants to join the session before the start time by a maximum of 60 minutes.

1. Create a new session/edit an existing one

![Image showing how to create a new session or edit an existing one](image1.png)

Create a new session or edit settings of existing session

2. Expand Drop-down list for Event details

![Image showing how to expand drop-down list for event details](image2.png)

3. Expand drop down list for early Entry

![Image showing how to expand drop-down list for early Entry](image3.png)
4. Select the number of minutes of Early Entry before start time