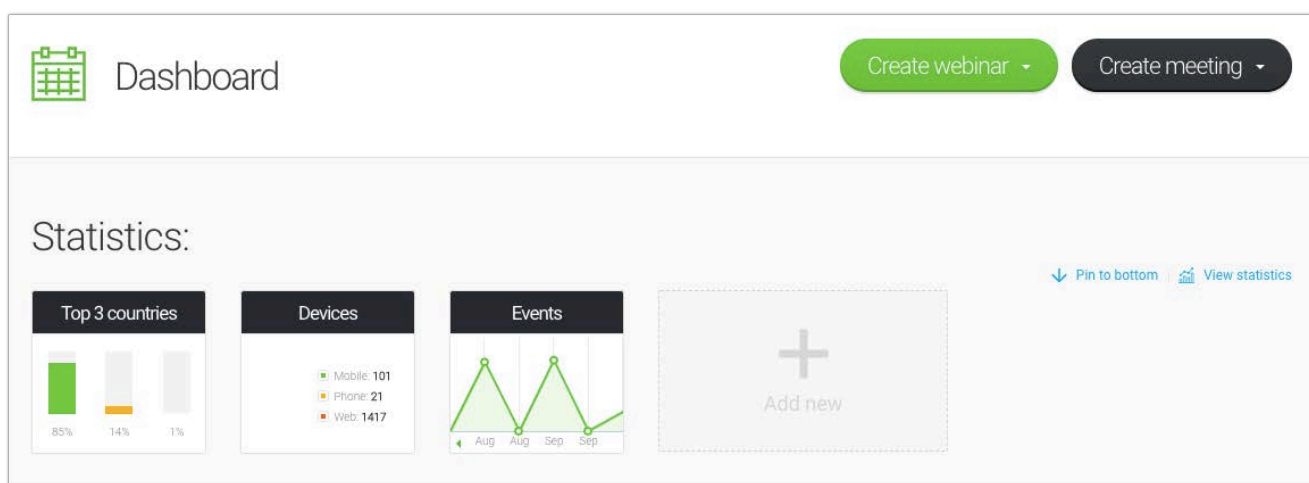# GETTING STARTED

WITH THE EVENT ROOM

AN EXTENDED MANUAL
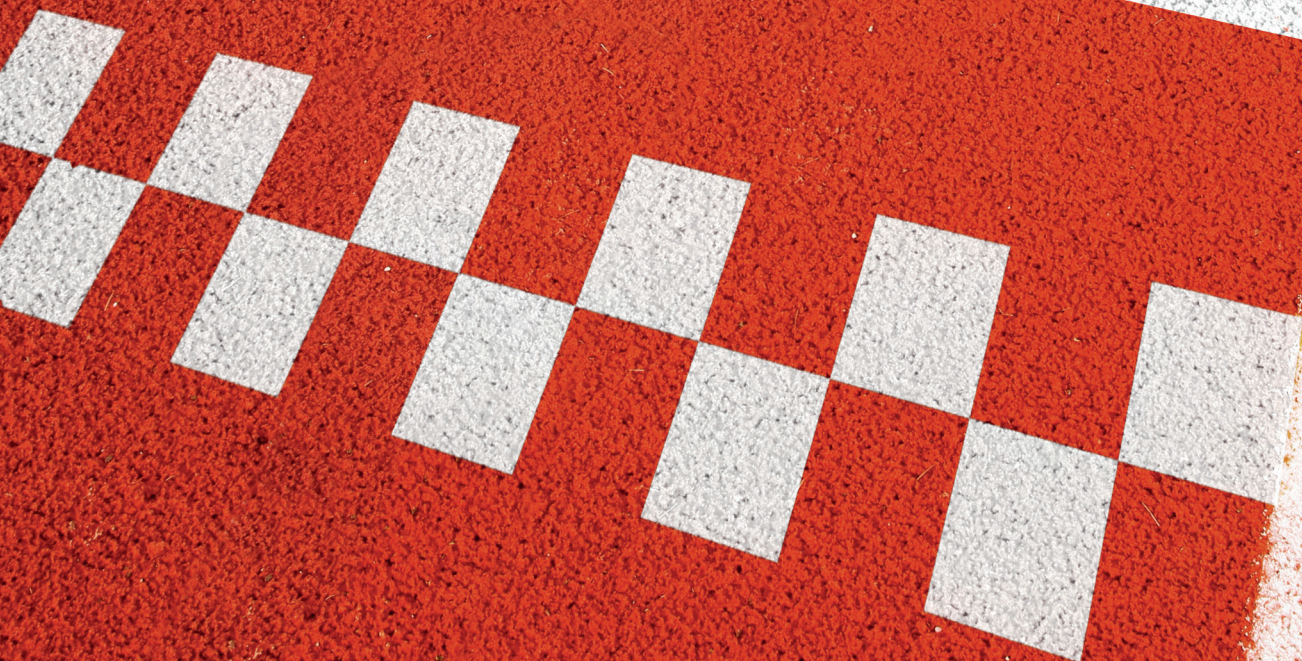
ClickMeeting

Schedule your event

After logging into your account, you will see the Dashboard where you can view the Statistics as well as all of your upcoming events. Click the **Create webinar** or **Create meeting** button to create your event of choice. A new window with details will appear on the screen.


Launch your event room

Scroll down the page to your upcoming events list, find the event you would like to start and click **Join**. Alternatively, hover over the **Create meeting** button and choose the **Meet now** option for a spontaneous session or go to the **Details** of the event and click directly on the **Room URL**.
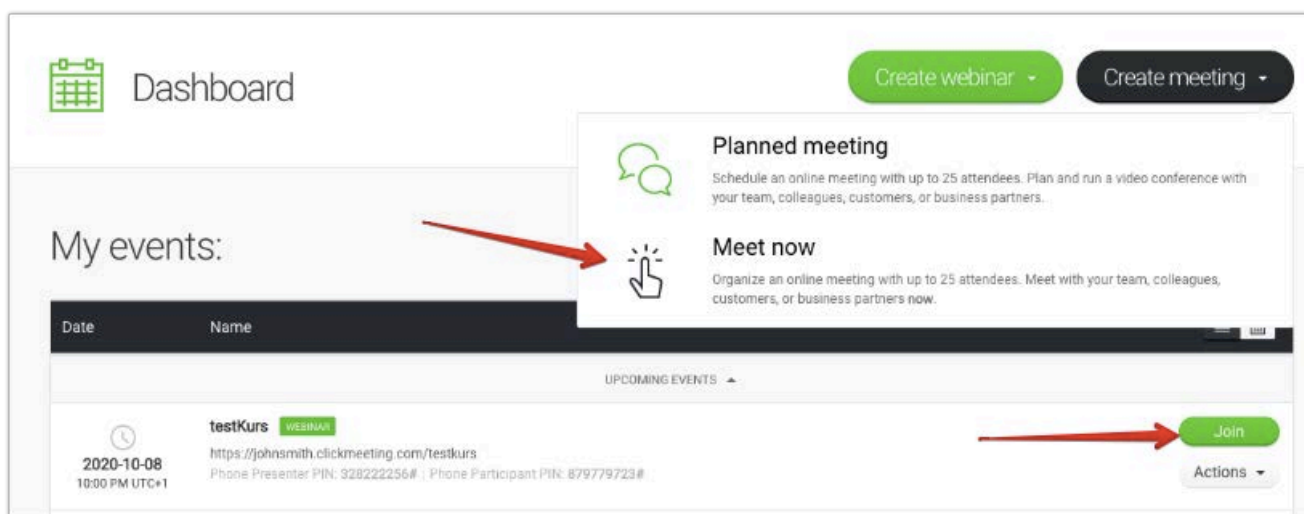
At this stage, you can either start your event or prepare and start it later. Attendees will wait in your waiting eoom until you are ready to go.
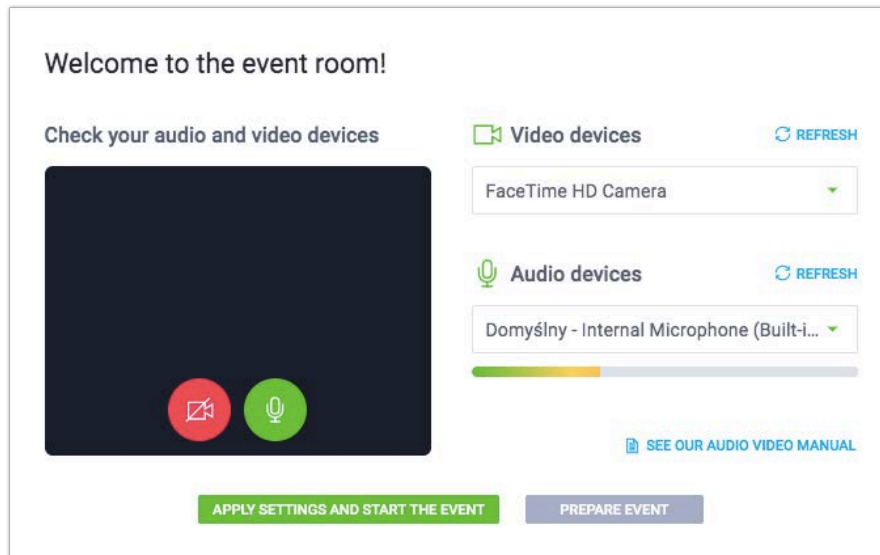

Manage event room appearance

We offer a standard event room layout for each type of plan. You can, however, still hide the AV pod, Chatbox, and Attendee list by clicking on the small arrow (A) next to it. Presenters and attendees are able to pin or unpin the floating AV pod (B) and place it anywhere in the event room. If needed, you can also synchronize the layout on your and your attendees' screens, so everyone will be focused on the same item displayed.
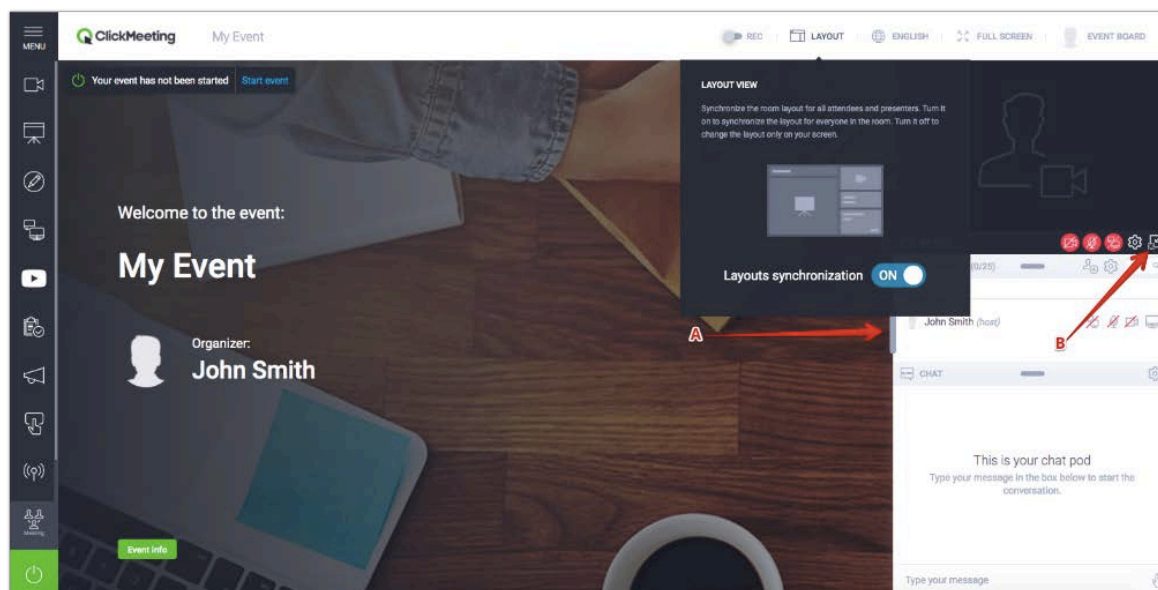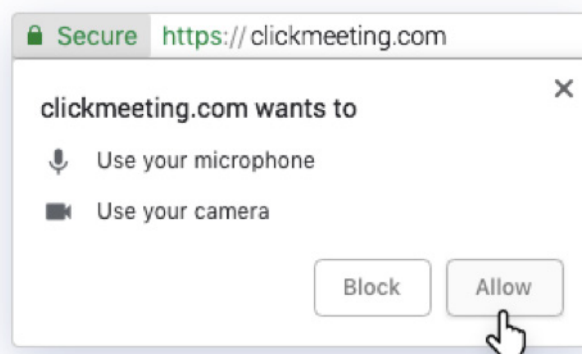
Set up your camera and microphone

To allow access to your video device, click on the camera icon located in the camera-and-voice pod.
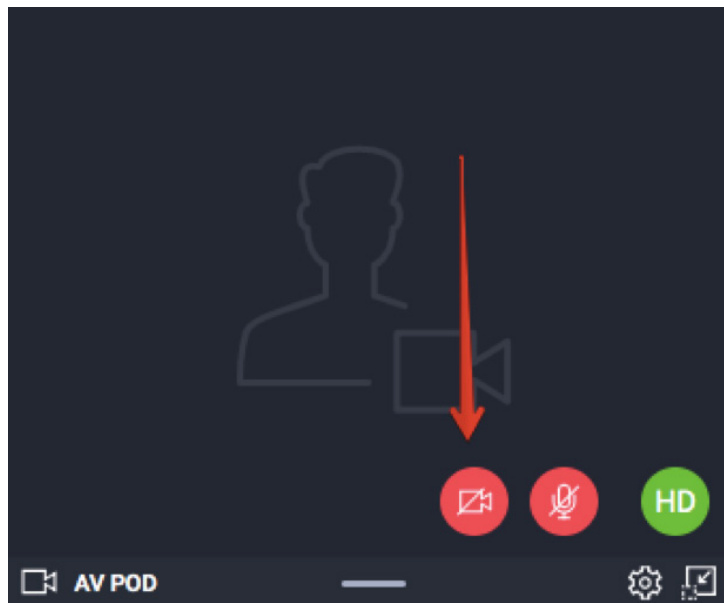

Your browser may display a pop-up message asking for permission to access your webcam. For example, in Google Chrome it will look like this:
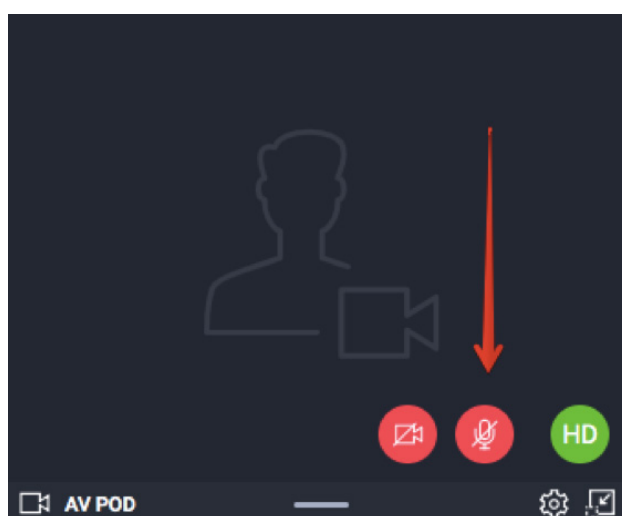
To display your own picture instead of your camera feed, click the **Gear icon** in the AV pod and select **Change avatar**. You can apply our default avatar or upload a picture from your computer. Click **Apply** after choosing an avatar. Make sure the **Use Avatar** button is checked green.
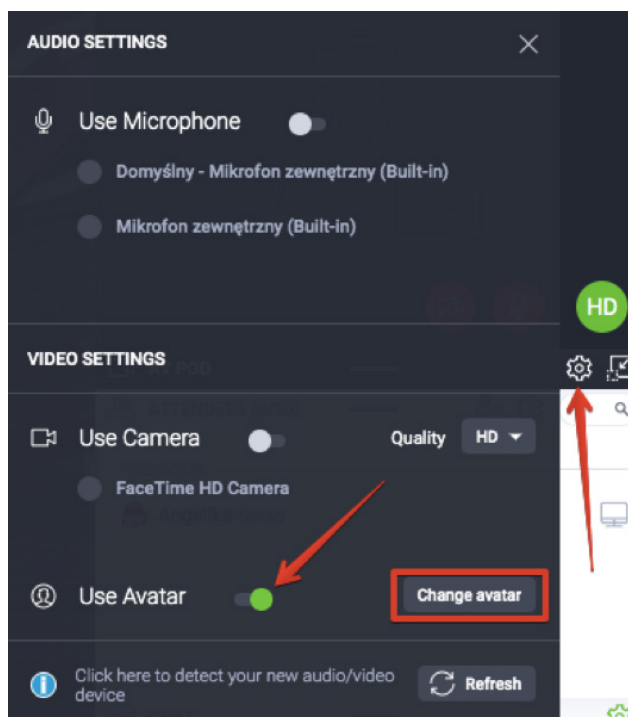

To allow access to your audio device, click the microphone icon in the camera-and-voice pod.


A pop-up message may appear in the browser's address bar asking for permission. Click **Allow** and you are ready to start. Such pop-ups will not appear in Safari and Edge.

Choose recorder layouts

Click on the **REC** button in the bar at the top of the event room to display proposed recorder layouts. You are able to choose one of them at the very beginning of your event or change them during the event. The layout change will be captured on your recording.
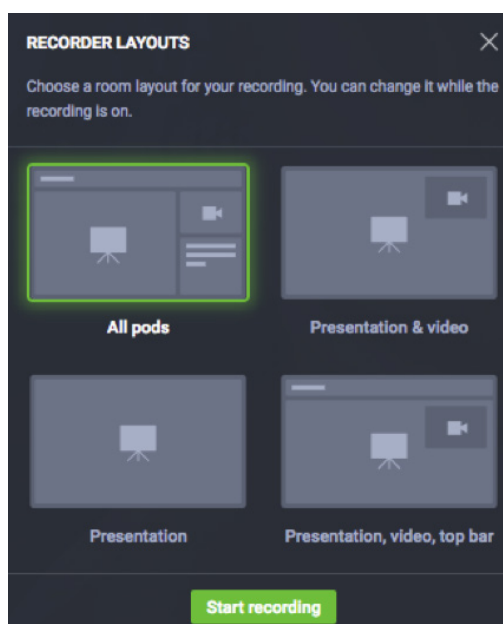
Manage the attendee list
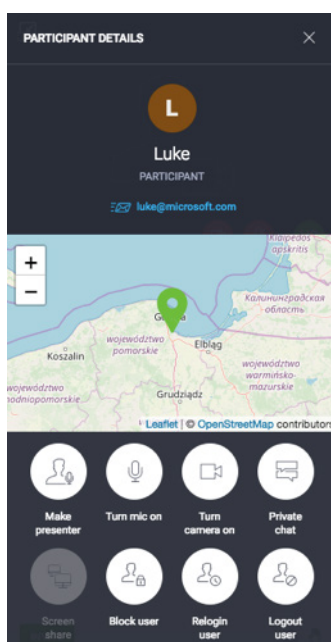
From the attendee list, click the name of any attendee to view more details, including location or email address.

You can grant the presenter's rights, lock and unlock the microphone and camera, assign screen sharing privileges, start a private chat session, block activity, re-login or log out the user.

Invite more attendees

During your event, you can invite more attendees easily by clicking the **Invite attendees** icon in the attendee list. A new window will appear on the screen giving you two options: invite by email or invite by text message.

To send email invitations, provide an email address and click the **Send button**. Please note that you can only send one email invitation at a time from your event room.

To send text message invitations to people you want to join your event, choose the appropriate **Country Calling Code**, then provide a phone number and click **Send**. The number of text messages that you can send is limited.
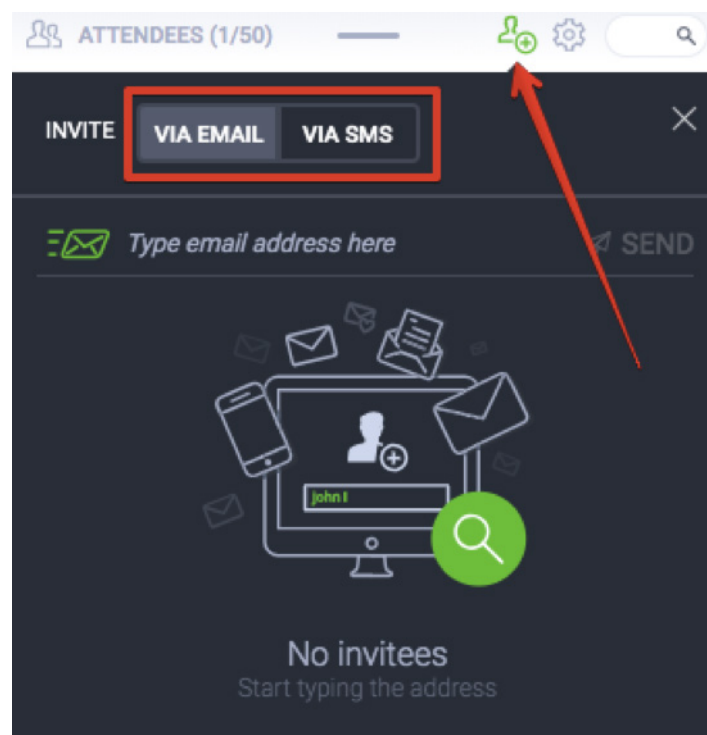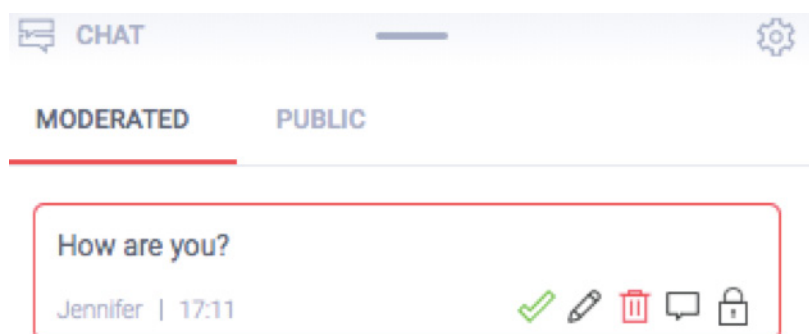
Chat with attendees

Engage your audience using the chat box. To avoid chaos and confusion, enable moderated chat in your settings.
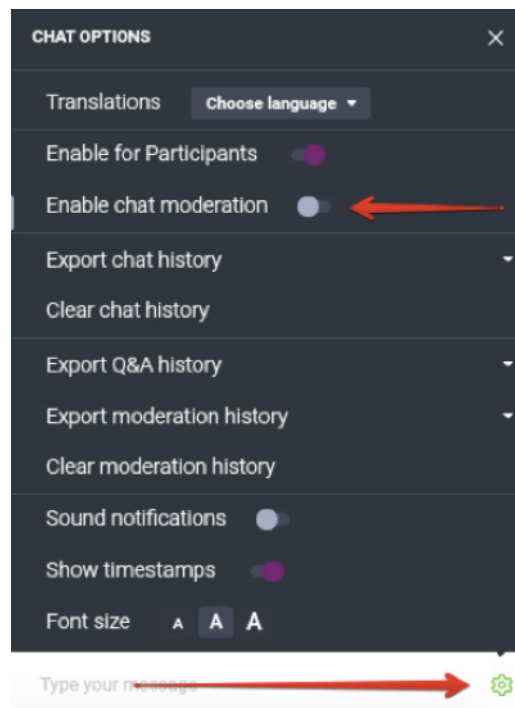

When moderation is on, the new section **Moderated** will appear in your chat box. You have the option to accept, reject or edit the comments:

If you are planning to host a bigger event, consider having someone to moderate the chat box for you.

Share presentation file

Click on the **Event board button** in the right upper corner of event room, go to the **Shared files** section and choose the **Show file list** button. Click on the file you would like to share with your attendees. A notification will appear on their screens. You can upload a **file limited to 500 MB from your computer**.
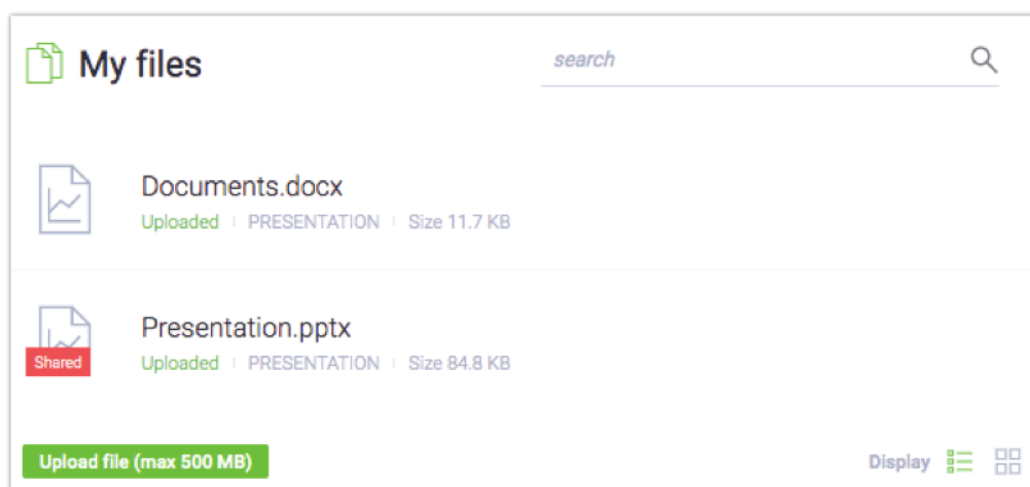
If you no longer wish to share the file, click the **Unshare** button in the Shared files section.

You are also able to share your files with attendees by going to the menu on the left, choosing **Presentation** and then clicking on the **Share file** icon.

Manage the event type

You can control the flow of your event with ease. Switch between three types of events:

1)   **Presenters only** – use this mode if you want to quickly discuss some matters with your presenters. It allows presenters to speak to each other without participants hearing them. Your audio and video will not be recorded. If you and your attendees need to take a breather, go ahead and use this option as a short break before continuing the event.

2)   **Webinar** – a type of event where the audience can listen to the presentations but cannot ask questions. Only presenters can talk when this type is enabled.

3)   **Meeting** – up to **40** people can speak, listen to, and see each other, and everyone can contribute to the conversation. Choose this type if you want to turn your event into an online discussion.

4)   **Edu mode˝ –˝** perfect for running efficient, distraction free online classes and˝presentations. Once enabled, presenters will see all the event attendees, while the attendees will only see the presenters and not one another. Presenter can ask an attendee (or multiple attendees) to speak to the entire group. Edu mode can be enabled during meetings and webinars with up to 40 participants. Please note that you cannot switch to Edu mode if the number of people in your room exceeds 40.

A confirmation message will appear on the screen after each change of the event type.

Display AV View on the whole screen

Go to the menu on the left side of the event room and click on the **AV View option**. This option is great for all presenters who are not planning to show any presentations during their event. The camera stream will be displayed in the main window of the event room instead.
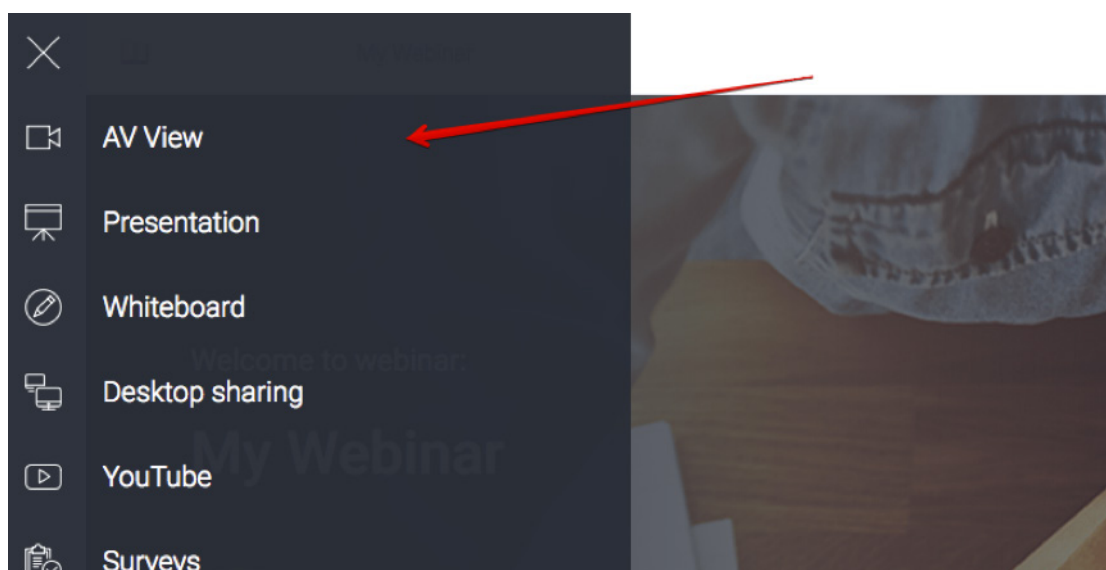
Show your presentation

To display a presentation or a document to your attendees, click the **Presentation** icon in the menu on the left side of your event room. Find the file you would like to present in the **My Files section** and click on it. The document will be automatically displayed on the screen.
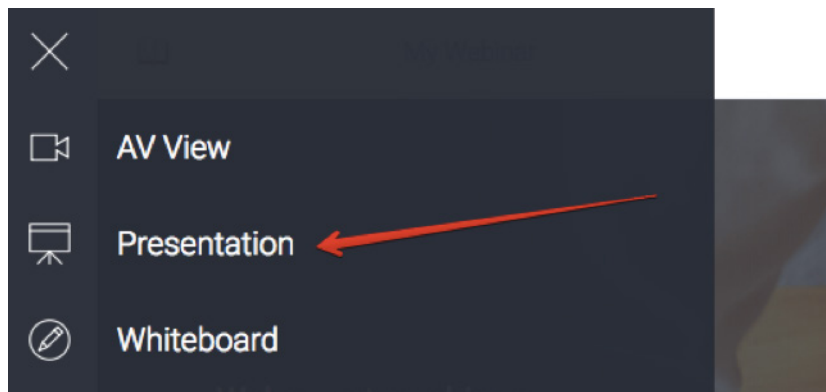

We highly recommend uploading files you would like to present before the event starts. With the newest option, you can also upload any piece of content into the event room, save the settings, and close the window without worrying it all disappears.

Use the Whiteboard

Click the menu icon on the left and choose **Whiteboard** to access a blank drawing space. Use the tool on the bottom to draw shapes or add text.

Mark **Collaborate** if you want your attendees to make changes to the Whiteboard. Click the arrows to add new pages and switch between them. The **Clear all** button erases the current Whiteboard page. The collaboration option can only be activated if the number of users **does not exceed 25**.

Share your screen

Click the **Screen sharing** icon in the menu on the left side of the event room and choose if you want to share your **full screen**, **screen area**, or **selected application**. The first time you use the screen sharing feature, the system prompts you to download and install a plug-in. Please remember, however, it is not necessary, and you can also share your screen via the Internet browser. Your attendees can also share their screen during meetings (only). Note that only one person can share their screen at a time.
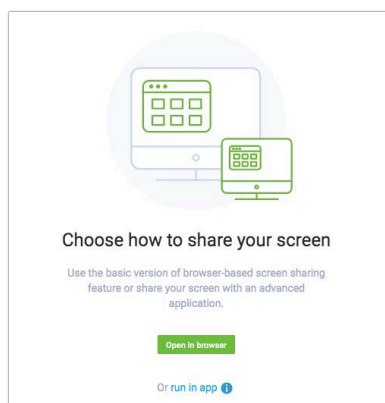
After you launch screen sharing, you can use the drawing tools, arrows, and colors to support your demonstration.

Manage YouTube videos
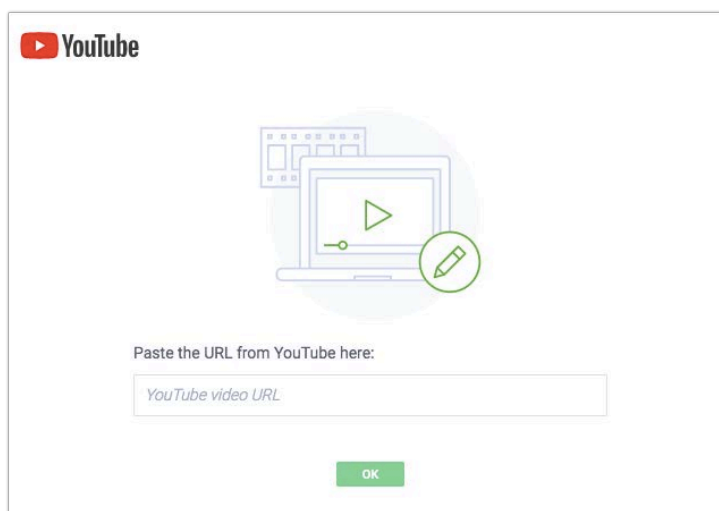
To play a video, click on the menu icon in the upper left corner of the event room and choose **YouTube**.

Paste the video's URL address in the search bar.

Create a new poll for attendees

Get feedback from your attendees by asking them to take part in a poll. For a smoother event, prepare polls in advance by entering the room before the event starts. In the menu on the left, choose **Surveys** and then the **Create survey** button.

Specify whether you would like to create a **Poll** or a **Test**. In tests, you can specify the time and possible score for each question. You can assign points to answers if you wish. To get started, give your survey a name and click **Start adding questions**.

Click **Finish and save** to save the poll for later use. To present a poll, go to the menu on the left, choose Surveys and click on the poll you would like to show. For more information, please refer to our video tutorial.
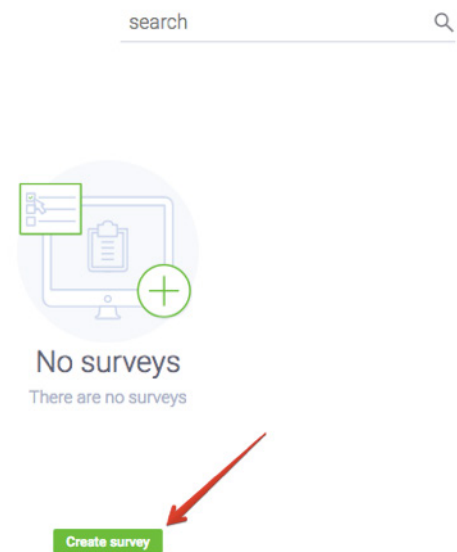
Interact with attendees via Q&A
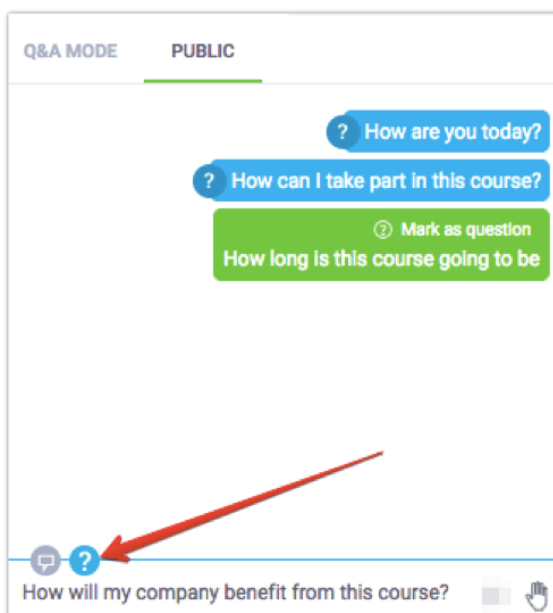
Go to the menu on the left and click on the **Q&A** button. The attendees will be able to write questions for you in their chat box.

Both presenters and attendees are able to mark their messages as questions, which will be separated from the public chat in the **Q&A Mode chat box**.

If the question mode is enabled, **all messages ending with a question mark** will be automatically moved to the Q&A Mode chat box.

13

To display the question on the main screen, go to the Q&A Mode chat section. Hover the pointer over the question you would like to display and click **Publish**. To stop displaying a question, click on the **Unpublish** button in the chat box.
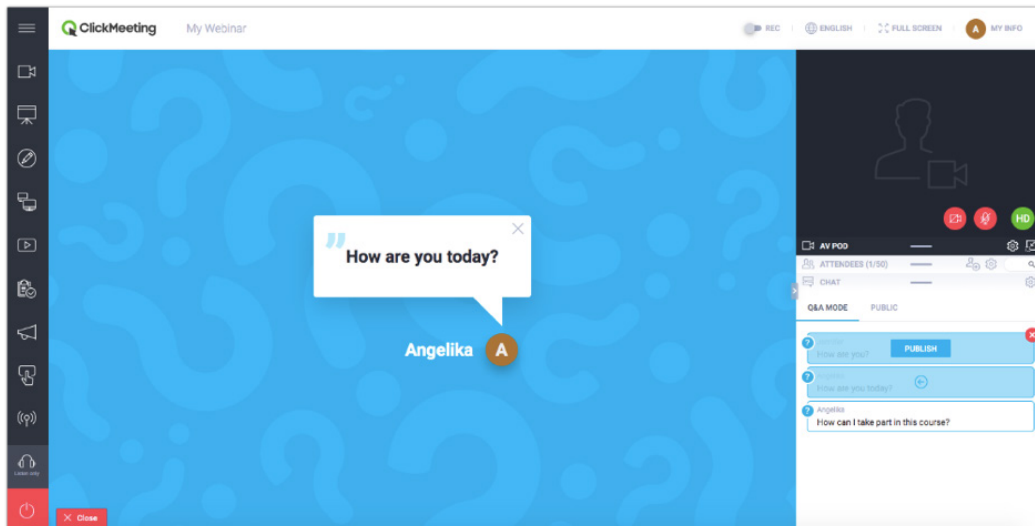
The Q&A Mode can be enabled during the entire event to gather as many questions as possible. It is highly recommended to have another person that could manage the Q&A Mode for you while you run your presentation.

Create a custom Call-To-Action button

When organizing online courses or sales events, you are able to create your very own **Call-To-Action** button. It enables you to redirect your attendees to any website of your choice.

Go to the menu on the left side of the screen and click on the Call-To-Action button.

Provide the title of your CTA button, copy and paste the URL, set up how long the button should be displayed, choose colors of the background and button, and click **Create**.

We recommend to have another person set up the CTA button for you during your presentation.

Go live on Facebook or YouTube

Your event can also be shared on the Facebook or YouTube platform in real-time. Go to the menu on the left side of the screen and choose the **Stream on Facebook or YouTube** option. Choose whether you would like to **stream your event on Facebook or YouTube**.

After choosing the platform, the window with instructions will be displayed on your screen. Follow the steps included in the description and copy and paste the appropriate streaming keys to ClickMeeting.
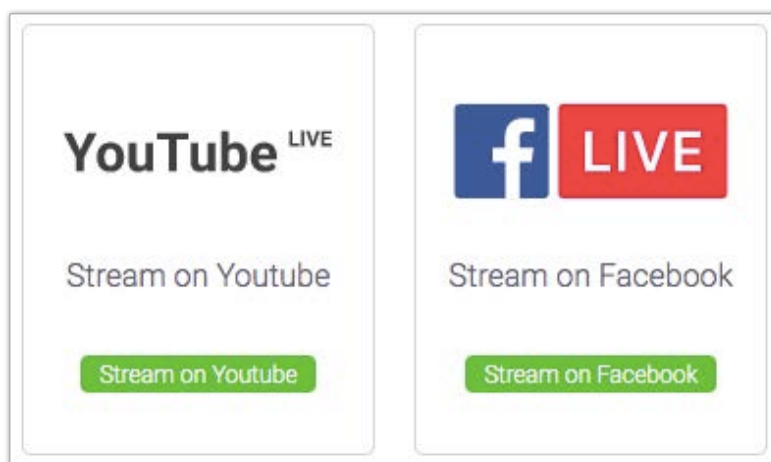
Once you have copied the streaming keys, click on the **GO LIVE** button. Please note that a slight delay between ClickMeeting and the Facebook/YouTube stream might appear. This limitation comes from FB/YT livestreaming technology and is not influenced by ClickMeeting.

More information regarding livestreaming on the Facebook or YouTube can be found in our Knowledge Base in the FAQ section.

Get feedback from your attendees

At any time during a presentation, attendees can show their status or express their opinion. The attendees can click on a hand icon to display their status:

- **Raise hand** – lets you know the attendee has a question.
- **Agree or Disagree** – provides instant feedback on your current topic.
- **Speak louder or Speak softer** – lets you know how your audio settings are working.
- **I need help** – lets you know if the attendees are experiencing any difficulties.
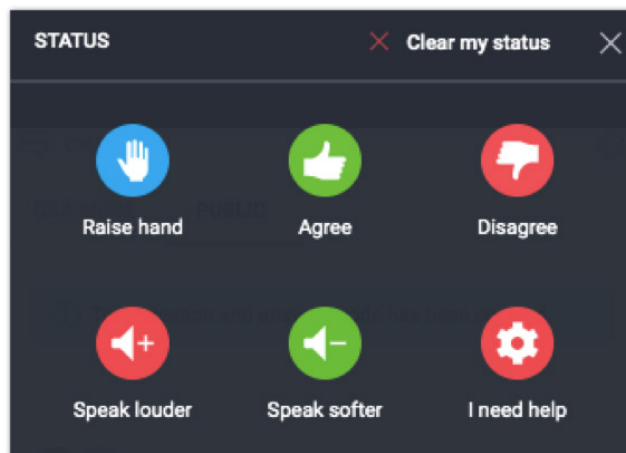
Attendee status appears to the right of their name on the list.

End your event

In the bottom left corner of the event room, click on the red button and then choose the **End event** button to close the event for all attendees. If you choose **Exit myself**, the room will remain open until the last person leaves.
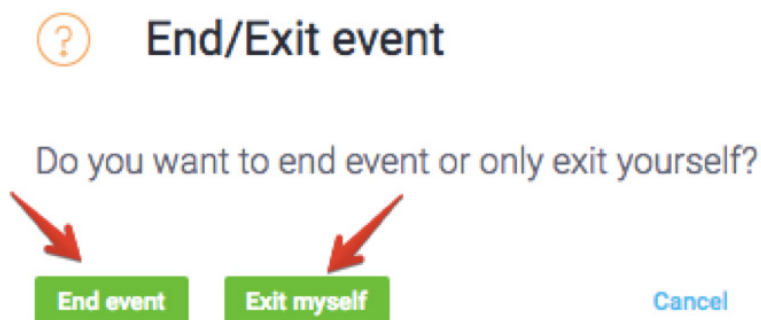
View history and statistics

In the account panel, go to the **Statistics** tab where you can see all of the details regarding your past events.