

Run even better online meetings!

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Introduction

In [the first part of the tutorial](#) we covered the basics – we learned how to create online meetings in ClickMeeting, invite participants and choose the right event format to meet your specific needs. That's totally enough to create truly engaging meetings no matter what industry you're in.

But you need to leverage more advanced features to build an expert image and get the most out of the platform. Rest assured; it's really not difficult. It only takes a few minutes to personalize the tool and make it easier for you and your attendees. You will learn everything you need in this guide.

What will we cover here? Among other things, you will read about:

- 1 The waiting room, where your attendees will be waiting for the meeting to start
- 2 A profile page that you can take as your command center
- 3 A registration page that is useful, for instance, in lead generation
- 4 Appearance settings so you can tailor content to your brand
- 5 Online meetings on mobile devices
- 6 And how it all looks from the perspective of your attendees.

Shall we get started? Excellent! It won't be long before you become a real expert in hosting online meetings!

ClickMeeting Team

01

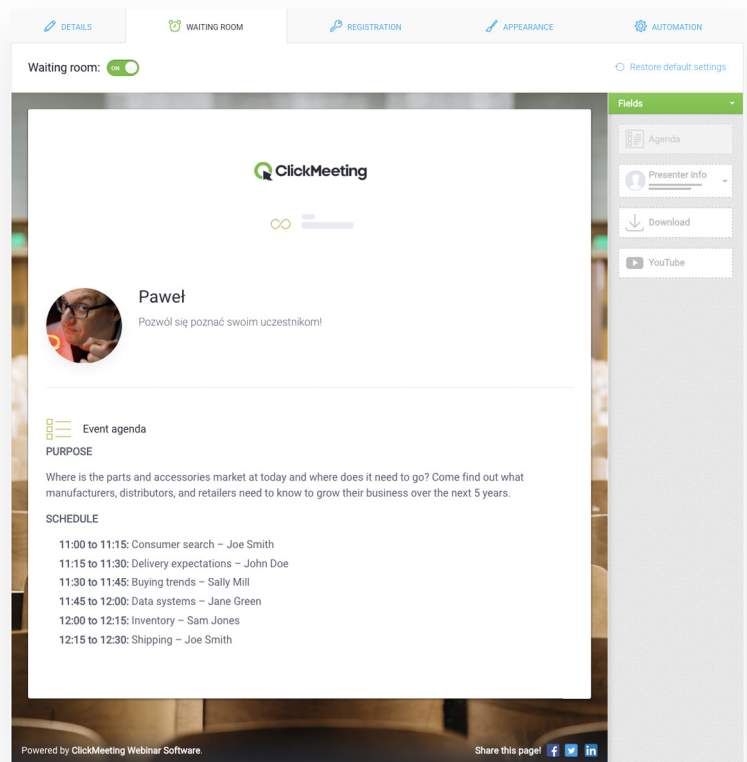


Waiting room for your attendees

Good preparation for a meeting is essential. So is loosening up before a demanding exam or a negotiation with a client.

In both cases, it will be a great idea to set up a waiting room, i.e., a place where your attendees can wait for you to start the meeting. **You can find the appropriate tab in the event settings.** Here, you can enable and edit the waiting room both during the setting up of the meeting and at a later time – to do so, select the edit option.

As you can see, you can include information about yourself and your business here, as well as a detailed event schedule and additional downloadable materials. This is a great way, for example, to send out exercises to your students that would be



needed during classes or to share a presentation with your colleagues that you'd be discussing during a meeting. You can also put any video from YouTube in the waiting room. Of course, it doesn't have to relate directly to the discussed topics. This way, you can also welcome your attendees in a pleasant way and offer them, for example, a funny clip to watch.



02



Registration page for your meetings

There is another way to collect registrations for your events. **Instead of inviting specific attendees to a meeting, you can let them register on their own.**

This is a great solution, for example, if you are creating several meetings on the same topic and you want your audience to choose which date is right for them. Registering for events is also a great way to generate leads, i.e. get the contact information of your potential customers. You can treat your meeting – similar to a webinar – as a lead magnet. A format that would work well in this regard would be, for example, free consultations with an expert.

To allow participants to register, when creating an event or in edit mode, go to the "Registration" tab and enable this option.

Now you can edit the registration page. Enter the fields to be completed by your attendees. They can be both mandatory and voluntary. You can easily add event and speaker information, links, YouTube videos, and checkboxes here.



If you want to acquire leads, online meetings will work perfectly. However, remember to take care of legal issues. When setting up your registration page, you can introduce checkboxes that let your attendees give you marketing consents, for instance. Decide for yourself which of these will be mandatory and which will be voluntary. You can read more in our [online privacy guide](#).

Registration settings

Redirect registrants

You can automatically redirect your registrants to your thank-you page or any other landing page by entering a URL. We'll do all the work for you.

New registrant email notifications

I want to receive an email notification when someone registers for my event.



Require my manual confirmation

Please choose this option to confirm each registrant manually.



Permanent registration

Switch this off if you want to run a separate registration for each session within this room.



At the bottom of the page, you will find additional registration settings. It might be a good idea to automatically redirect newly registered attendees to, for example, your website or some place, where they can find additional information about the meeting.

The next two items will help you manage registrations. **You can receive a notification for each registered user, or you can indicate that registrations must be accepted by you personally.** The latter can be very helpful, for example, if you create open promotional meetings or want to flexibly manage group sizes during your classes.



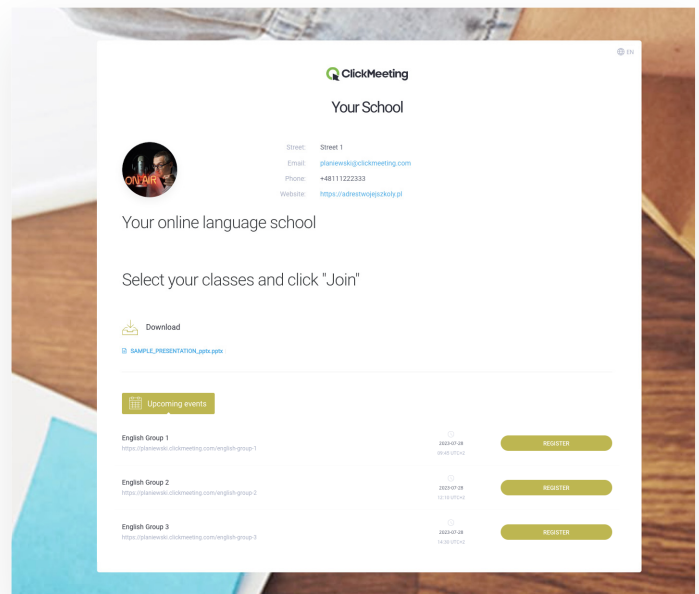
03



Profile page – the hub for your events

If you're creating a larger number of meetings, for example, you're providing training to several different groups, you may find it useful to have a page that is accessible to all interested parties, making it easier for them to find information about events and log in.

You can, of course, use integration with the Moodle platform for this purpose. However, you don't have to reach for additional solutions at all. **With ClickMeeting you get your own profile page.** An attractive and easy-to-remember link leads to it:

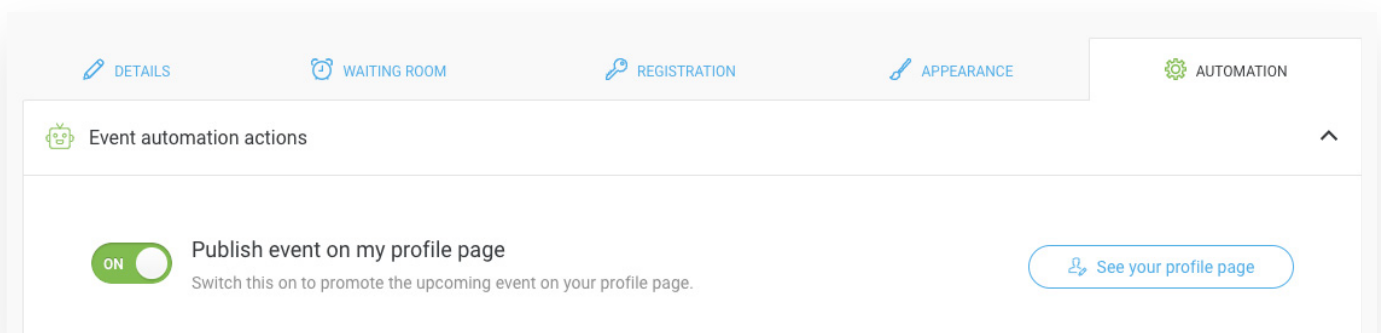


[Name-of-Your-Account].clickmeeting.com

On your profile page you can include, among other things:

- 1 Upcoming events that attendees can join with one click
- 2 Recordings of past events, such as webinars or meetings that have already taken place
- 3 Downloadable files – a great way to share additional materials
- 4 Information about your business, including contact information
- 5 Text fields with any content

To publish a meeting or webinar on your profile page, go to the "Automation" tab when creating it or later in edit mode and select the appropriate option.



Of course, you can also customize the profile page to match your brand visually, including placing your logo and changing its color scheme. We will take a closer look at this issue in the next section.

04



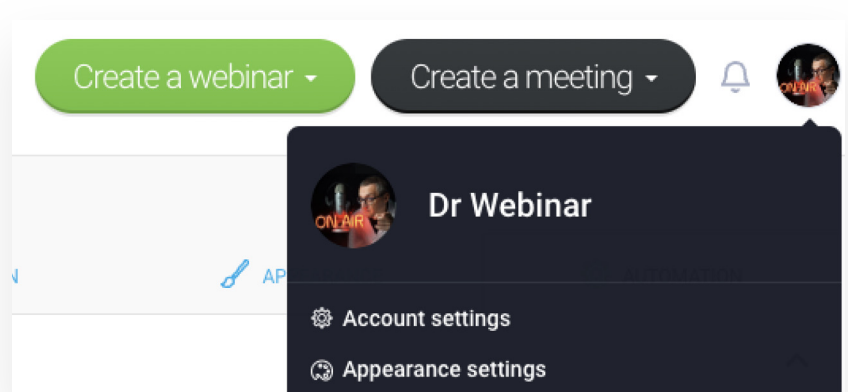
Make sure your room and content look professional

There's no denying: fine feathers make fine birds. Creating an aesthetically pleasing virtual environment for your business is a very important aspect of building an expert image and credibility before your audience.

What will your students, clients, or job candidates think if they receive another message inviting them to a meeting on one of the free platforms and end up in the same room as always, used by millions of people worldwide? That way, you won't succeed in impressing them.

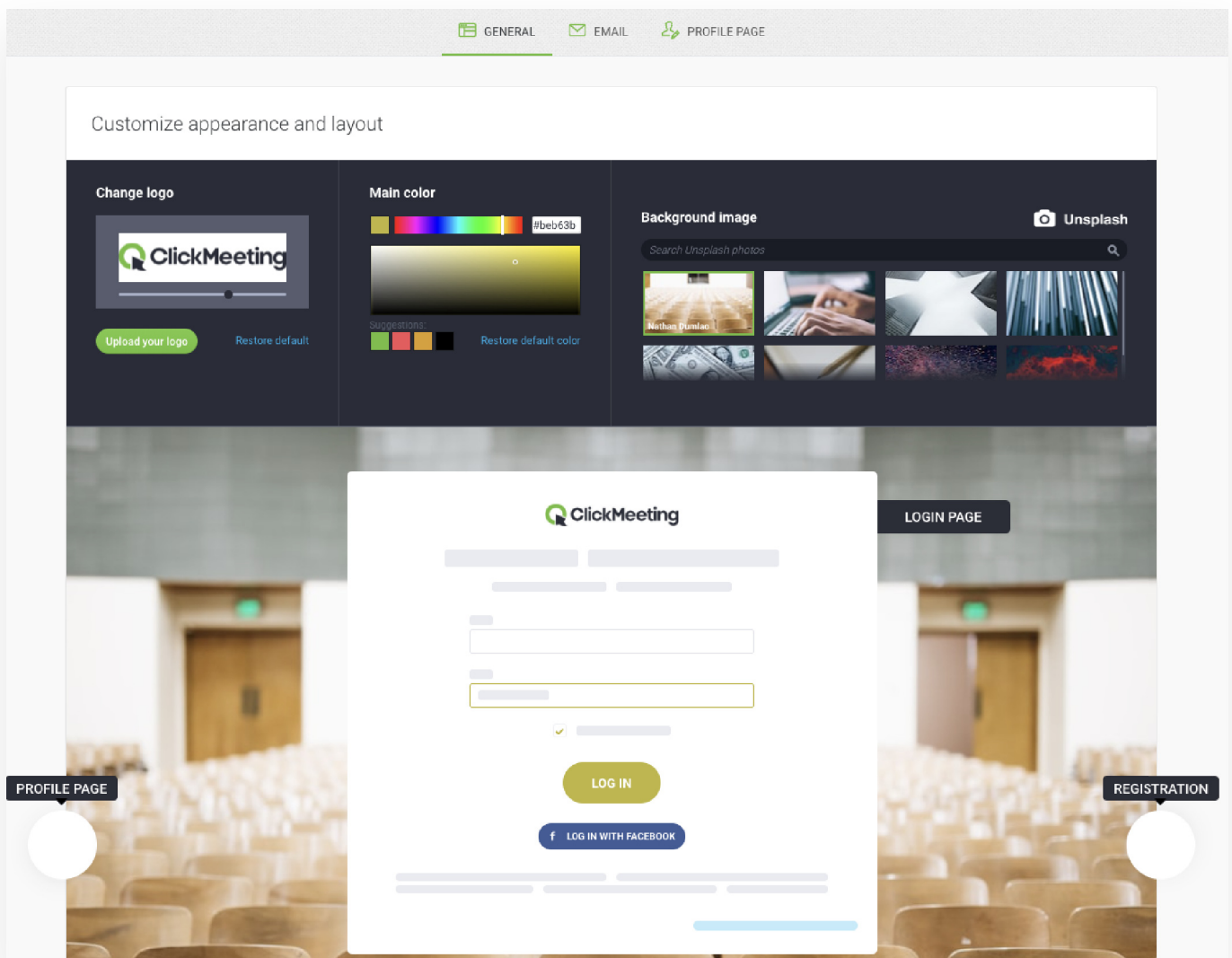
With ClickMeeting, you will instantly stand out from your competitors and highlight your professionalism.

You can change the design of your content separately for each event in the "Appearance" tab, or go to Appearance Settings in your profile to determine the most important elements that will be displayed by default.

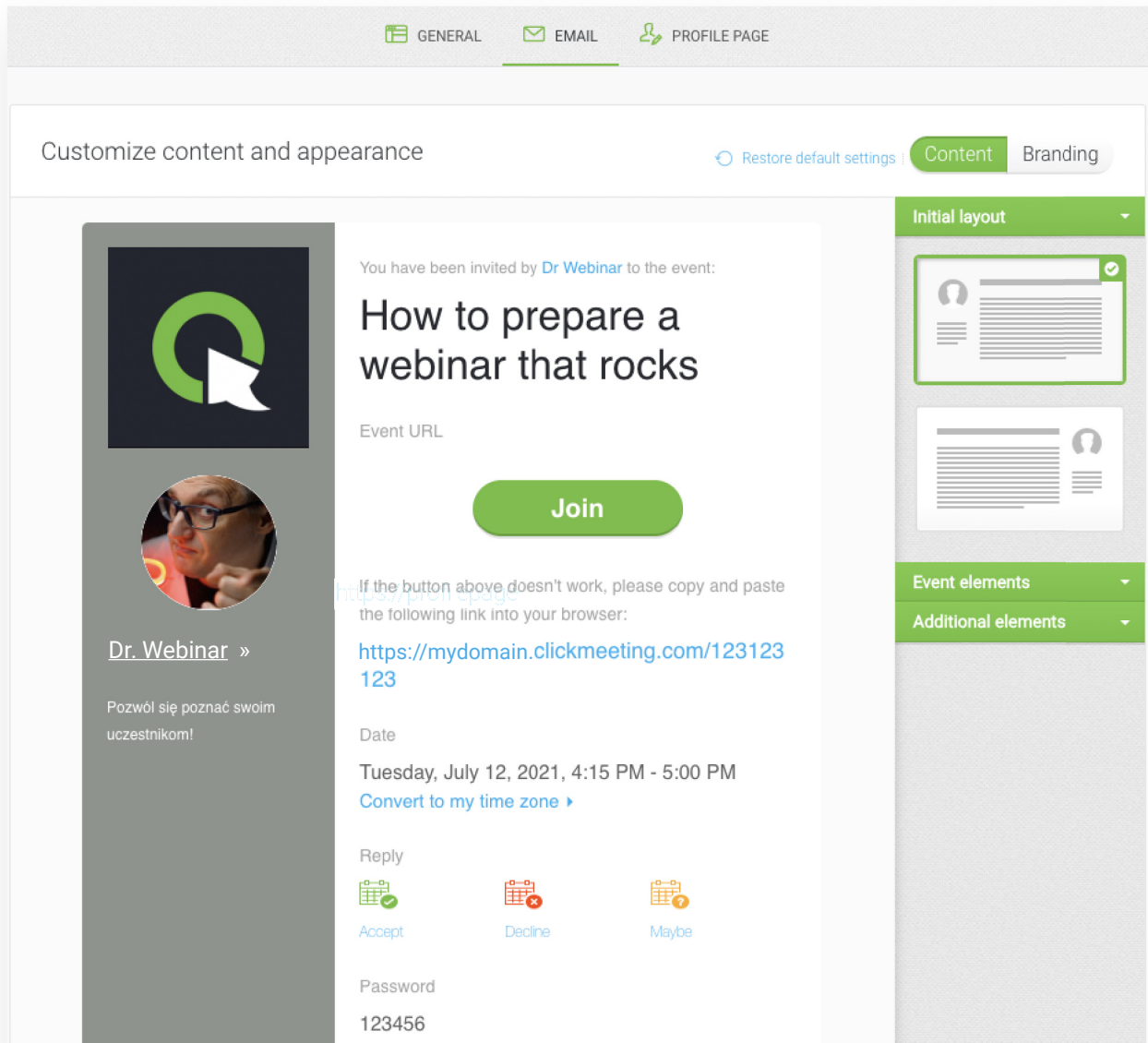


Here you will change the appearance of the content that will be delivered to your attendees.

In the first tab, you'll decide on the most important elements that appear in the waiting room and on the login page for the room where the meeting will take place, among other things. As you can see, you can set your logo here, define the color scheme and choose a background image.



In the next tab, you will find settings for the appearance of the invitation email you can send to your participants.




You'll put the most important login information here, of course, but also your company's logo, profile picture and a brief note about the presenter. The rest is up to you: in the invitation message you can include information about the event, including its schedule, additional downloads, text and images or links.

In the last tab, you will modify the appearance and layout of your profile page elements. Note that the color scheme or background would follow the settings displayed in the "General" tab.


Customize appearance and layout

Share <https://profilepage.clickmeeting.com> **COPY**

[Restore default settings](#) | [Show profile page](#) ☒

**ClickMeeting**

Your School



Street: Street 1


Email: [myemail@clic ...](mailto:myemail@clic...)

Phone: +481112223...


Website: <https://adre...>

Your online language school

Select your classes and click "Join"


 Download

[SAMPLE_PRESENTATION_pptx.pptx](#)

 Upcoming events

English Group 1


<https://planiewski.clickmeeting.com/english-group-1>

 2023-07-28 09:45 UTC+2

REGISTER


English Group 2


<https://planiewski.clickmeeting.com/english-group-2>


 2023-07-28 12:10 UTC+2


REGISTER


Available elements

 Host info

 Upcoming events

 Recordings

 Download

 Text

RUN EVEN BETTER ONLINE MEETINGS!

CLICKMEETING GUIDE #2

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05



What does it look like from an attendee's perspective?

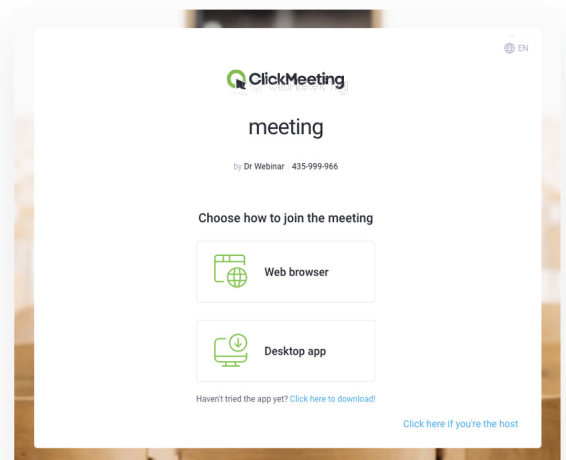
Online meetings are not only about the comfort of the hosts and presenters, but most importantly about the attendees. If you are just looking for an online meeting platform, make sure that joining the event and using all the features will be as intuitive as possible for them.

First of all, check out what it looks like in ClickMeeting.

Option 1

You create a quick Meet now meeting and invite your colleague to join. Or you decide to add a client who would like to talk to your team to an already ongoing meeting. For this purpose, you simply send them a link leading to the room via, for example, the instant messenger you usually use.

What does the attendee have to do to join? Simply paste the link in a browser window.



In the next window, they choose whether they want to join via a browser or a desktop application.

A screenshot of a ClickMeeting registration window. The window has a white background with a green ClickMeeting logo at the top left. Below the logo, the word "meeting" is displayed in a large, bold, black font. Underneath, it says "by Dr Webinar | 435-999-966". There are three input fields: "Your Name:" with a green border, "Email:" with a grey border, and "Password:" with a grey border and a blue information icon. Below the password field is a green "ENTER" button. At the bottom, there is a small green icon and the text "System configuration test. [Click here!](#)". A disclaimer at the bottom states: "The organizer of this event is an administrator of your personal data. By joining the webinar, your data can be visible for other attendees of the event for example, on the attendee list or while using the chat." and a link "[Click here if you're the host](#)".

ClickMeeting

meeting

by Dr Webinar | 435-999-966

Your Name:

Email:

Password: ⓘ

ENTER

System configuration test. [Click here!](#)

The organizer of this event is an administrator of your personal data. By joining the webinar, your data can be visible for other attendees of the event for example, on the attendee list or while using the chat.

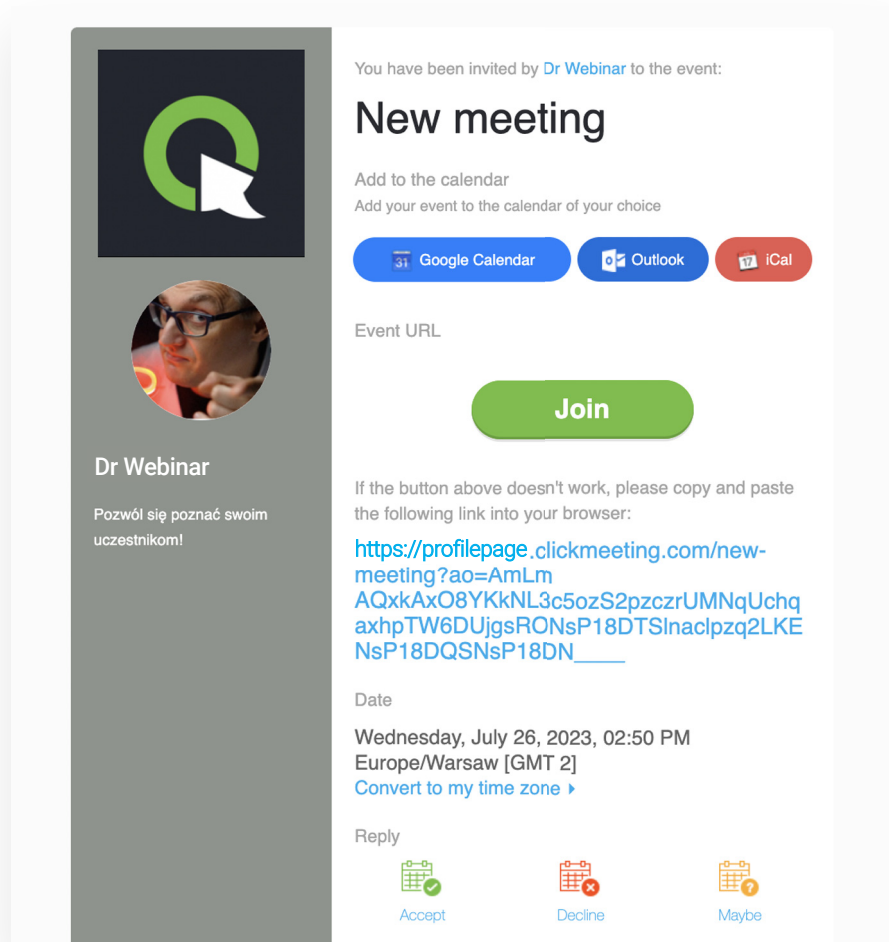
[Click here if you're the host](#)

In the next step, just enter the name and email address and click "Enter".
Done!

Option 2

You create an event taking place in a permanent room – for example, a recurring meeting of your team. You send an invitation via ClickMeeting.

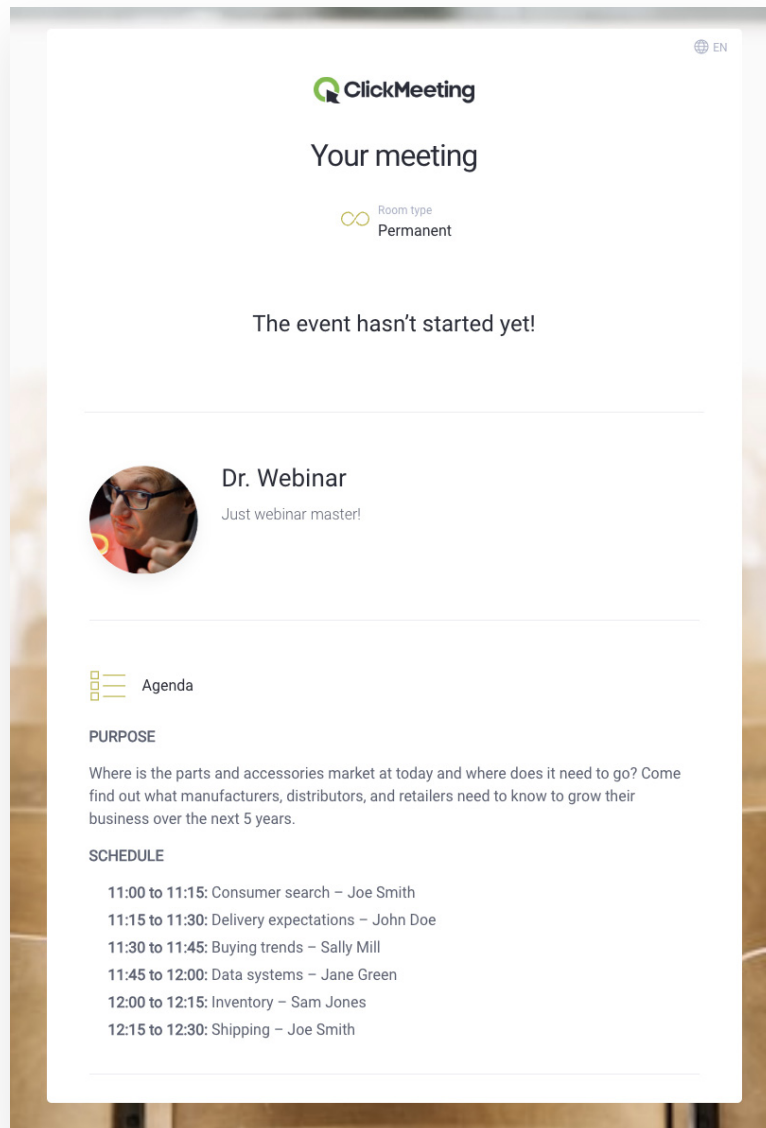
What does your recipient need to do?



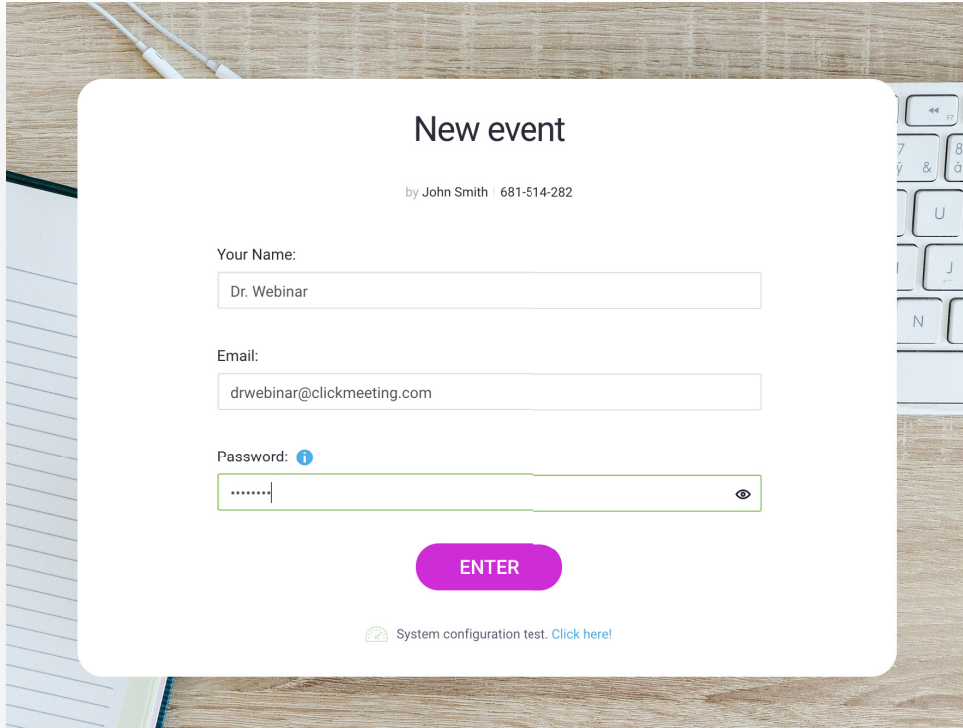
The attendee will find their invitation in the email. **To join right away, just click the "Join" button or the link below.** If the meeting takes place later, they can confirm their attendance.

After joining, a familiar selection screen will appear. The attendee should specify whether they are going to use the browser or the desktop application. After entering details and optionally a password, they will be taken directly to the meeting room or waiting room – if the host has not yet started it.

Once the event has started, your attendee will go to the room and participate in the meeting.



Attendees don't have to enter their login credentials each time they enter rooms they use regularly. They can join events automatically.



The screenshot shows a 'New event' login window. At the top, it says 'New event' and 'by John Smith | 681-514-282'. Below this are three input fields: 'Your Name:' with 'Dr. Webinar', 'Email:' with 'drwebinar@clickmeeting.com', and 'Password:' with a masked password '.....'. A purple 'ENTER' button is at the bottom. A small green status icon and text 'System configuration test. Click here!' are at the very bottom.

New event

by John Smith | 681-514-282

Your Name:

Dr. Webinar

Email:

drwebinar@clickmeeting.com

Password: ⓘ

.....

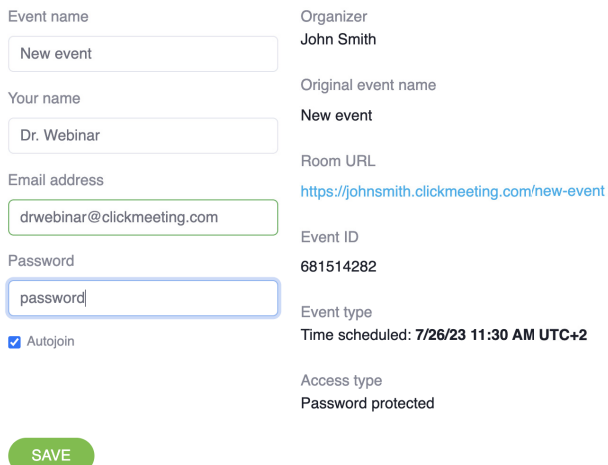
ENTER

System configuration test. [Click here!](#)



To do this, select "Add to favorites" when logging in to the ClickMeeting desktop application.

☆ Event details: New event



The screenshot shows the 'Event details: New event' form. It has two columns of fields. The left column contains: 'Event name' (New event), 'Your name' (Dr. Webinar), 'Email address' (drwebinar@clickmeeting.com), 'Password' (password), and a checked 'Autojoin' checkbox. The right column contains: 'Organizer' (John Smith), 'Original event name' (New event), 'Room URL' (https://johnsmith.clickmeeting.com/new-event), 'Event ID' (681514282), 'Event type' (Time scheduled: 7/26/23 11:30 AM UTC+2), 'Access type' (Password protected), and a green 'SAVE' button at the bottom left.

Event name
New event

Your name
Dr. Webinar

Email address
drwebinar@clickmeeting.com

Password
password

☒ Autojoin

SAVE

Organizer
John Smith

Original event name
New event

Room URL
<https://johnsmith.clickmeeting.com/new-event>

Event ID
681514282

Event type
Time scheduled: 7/26/23 11:30 AM UTC+2

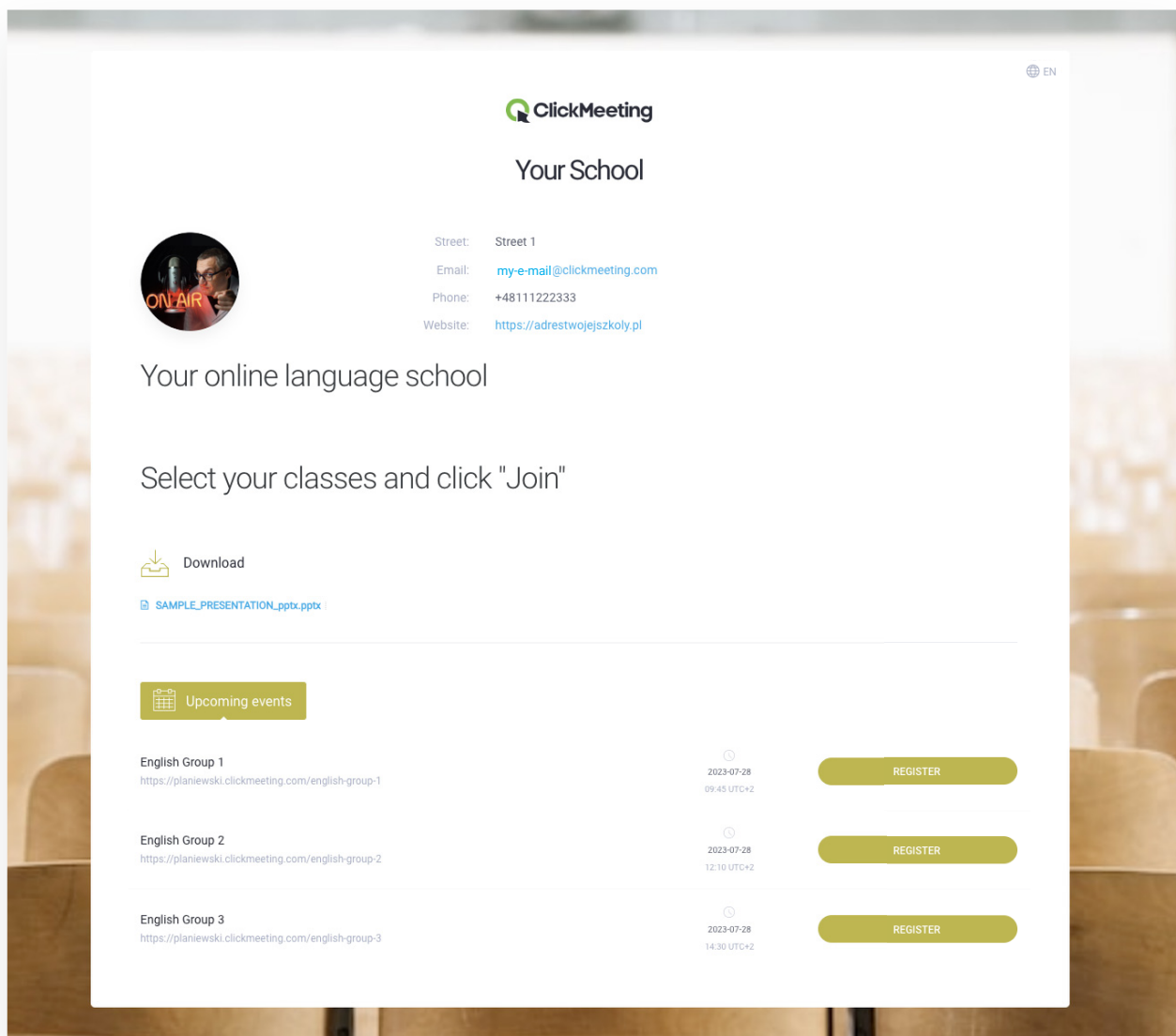
Access type
Password protected



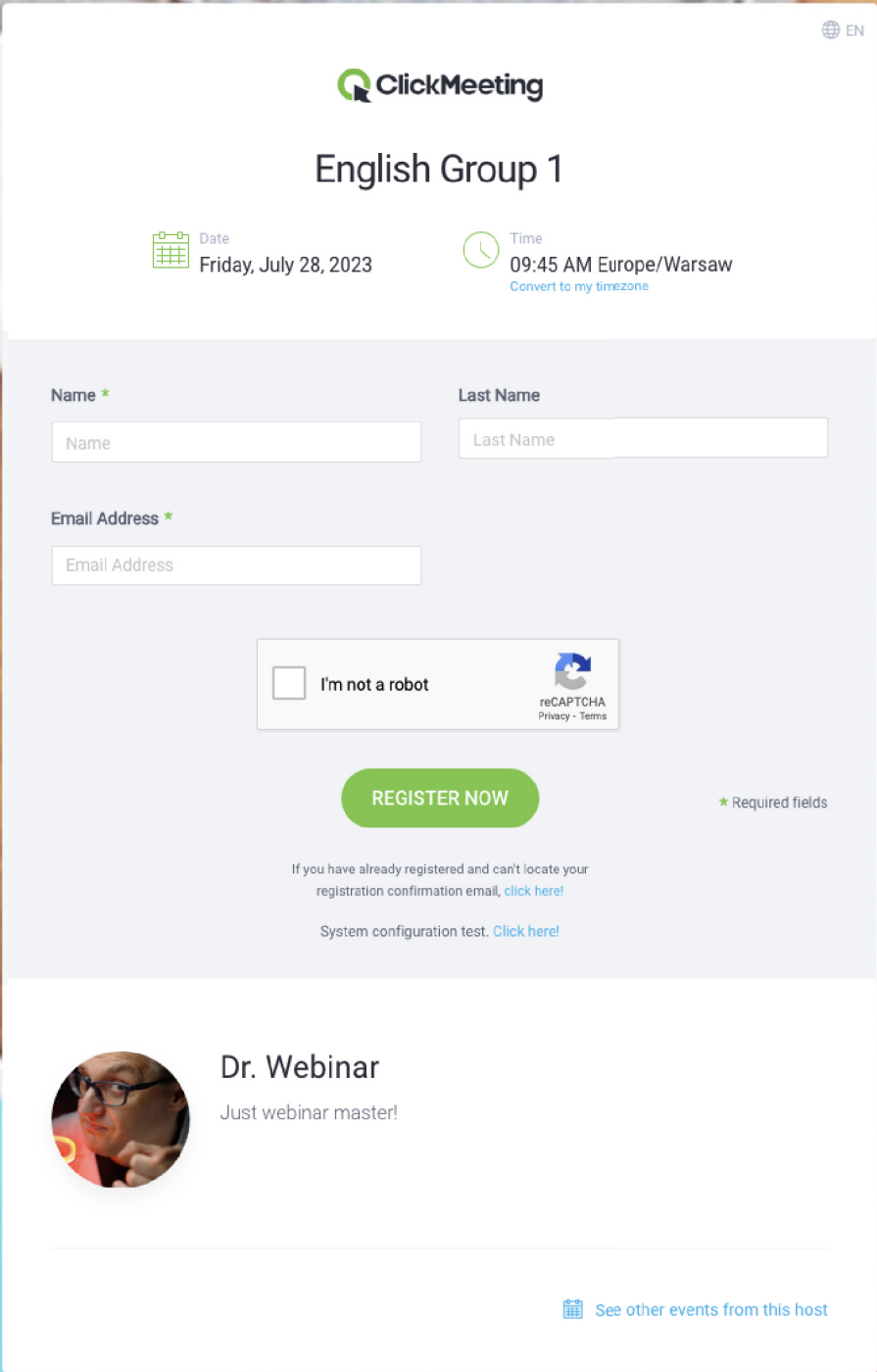
In the next window, enter all your login information. This way you won't have to enter them manually every time. If you want to automatically join a room, check the appropriate box and click "Save". Done!

Option 3

You give your attendees freedom of choice and launch the meeting registration. You put all available rooms on your profile page and post a link to it on social media, for example.



The attendee selects the date that suits them, and clicks the "Register" button.



The image shows a registration form for a ClickMeeting event titled "English Group 1". The form is displayed on a white background with a light blue border. At the top, the ClickMeeting logo is visible, along with a language selector set to "EN". The event details include the date "Friday, July 28, 2023" and the time "09:45 AM Europe/Warsaw". The registration fields are: "Name" (required), "Last Name", and "Email Address" (required). Below these fields is a reCAPTCHA "I'm not a robot" checkbox. A green "REGISTER NOW" button is prominently displayed. Below the button, there are links for users who have already registered and for a system configuration test. At the bottom of the form, there is a profile card for "Dr. Webinar", the host, with a circular profile picture and the text "Just webinar master!". A link to "See other events from this host" is also present.

ClickMeeting

English Group 1

Date
Friday, July 28, 2023

Time
09:45 AM Europe/Warsaw
[Convert to my timezone](#)

Name *
Name

Last Name
Last Name

Email Address *
Email Address

☐ I'm not a robot


reCAPTCHA
Privacy - Terms


REGISTER NOW

* Required fields

If you have already registered and can't locate your registration confirmation email, [click here!](#)

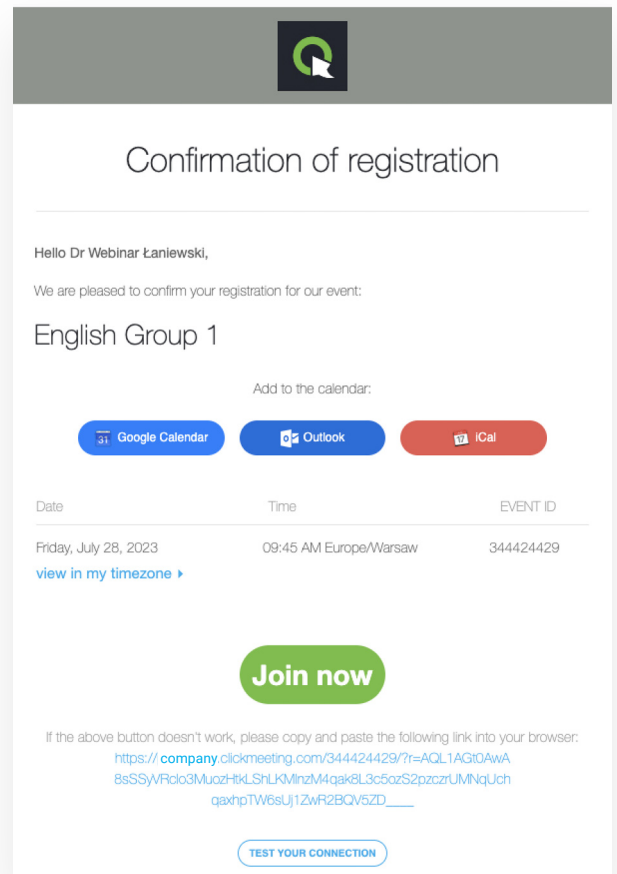
System configuration test. [Click here!](#)

 **Dr. Webinar**
Just webinar master!

 [See other events from this host](#)

In the next window, they fill in the fields and click the "Register" button.

Done! In the email inbox they will find a registration confirmation with a link to the room. They can also add the event to their calendars so they won't forget about it.



Do you use MS Outlook on a daily basis, and the service's built-in calendar makes your work easier? You can create ClickMeeting meetings in it and send invitations to attendees! Use the integration for this purpose. You will get all the necessary information in this [video tutorial](#).

06

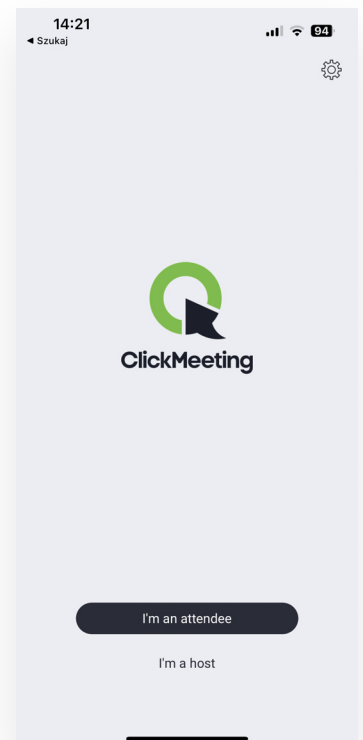
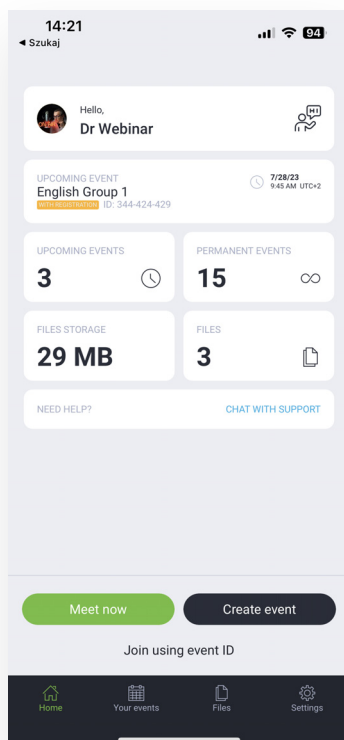


Meet on mobile devices too!

Remember that you can also create and join meetings in ClickMeeting on mobile devices.

Let's say you want to create a meeting.

Go to the ClickMeeting mobile app and select the "I am a host" option.



Then select "Meet now" or "Create event" if you want to create a planned meeting. Let's check how it looks in the latter case:

14:21
Szukaj

Close Create a new event Create

DETAILS

My meeting

EVENT TYPE

WEBINAR MEETING

Create a webinar for a larger audience where you can gather as many attendees as your subscription plan allows you to, or create a meeting for small group collaboration

ROOM TYPE

PERMANENT TIME SCHEDULED

Set a specific date and hour of your event or create a permanent event room to use anytime

ACCESS TYPE

OPEN TO ALL PASSWORD

Enter password

WAITING ROOM

Switch to turn on Waiting room

AUTOMATION

Switch on to autostart recording

Recording will start automatically when the event starts. We will record content, AV pod, and top bar with the event name

Specify the name, type of event, and key information about it.

Then select "Join event" and go to the room. When everything is ready, start the event and let your attendees join!

14:21
Szukaj

< Back Event

EVENT NAME
My meeting

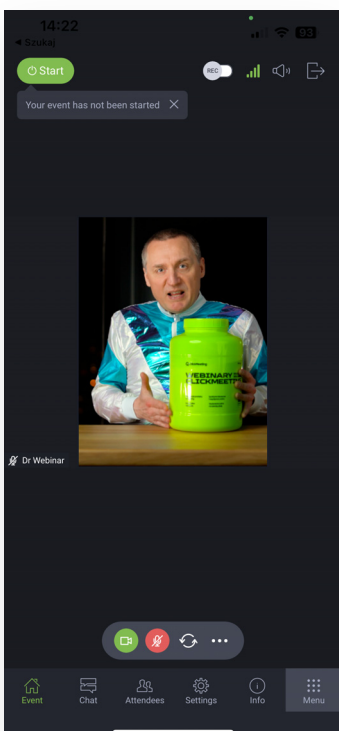
EVENT URL
my_meeting

EVENT ID
723-528-836

EVENT DETAILS

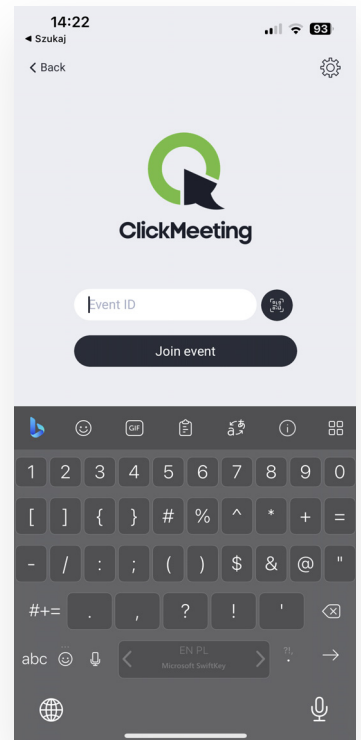
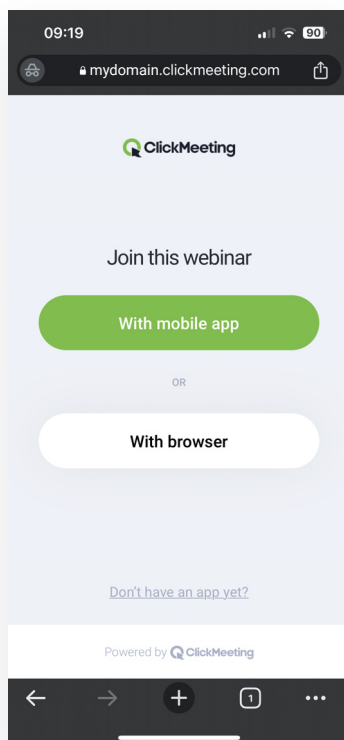
Event type	Time-scheduled
Date	7/27/23 2:21 PM UTC+2
Access type	Password (password)
Phone access	Warsaw +48 (22) 209-2520
Presenter PIN	228289376#
Attendee PIN	115928681#
Share event	Share

Join event



Your audience, of course, can also join the meeting on mobile. To do so, it's a good idea to reach for the mobile app, but... it won't be necessary at all.

If your attendee wants to join the meeting room via the mobile app, they should select the appropriate option on the start screen. Then they will be asked to enter the event ID:

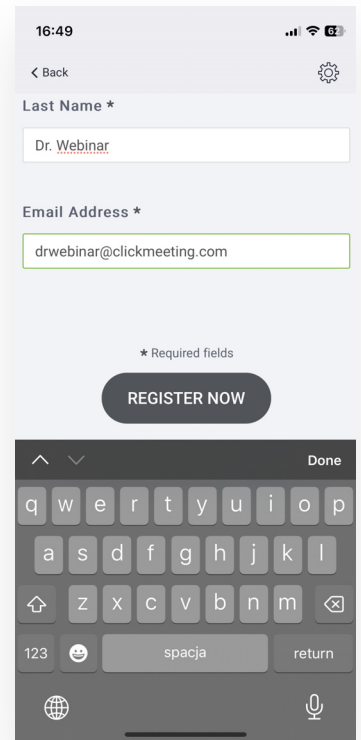


Where is it? If you send the meeting links manually, the ID will appear in a message copied to the clipboard. You will also get it directly in the event room.

On the other hand, if you receive an email invitation after clicking on the "Join" button, you will be able to determine for yourself whether you want to join via the mobile app or the browser.

In the first case, the data will be partially completed, and after entering the password and clicking on the "Join Event" button, the attendee will be transferred to the room.

However, if for some reason, your attendee doesn't want to install the mobile app, they can join via the mobile browser. Again, a pre-prepared waiting room will be at their disposal, and they will join the meeting once the host launches the event.

A screenshot of a mobile browser interface showing a registration form. At the top, the status bar shows the time 16:49 and signal strength. The form has a back arrow and a settings gear icon. It contains two required fields: 'Last Name *' with the value 'Dr. Webinar' and 'Email Address *' with the value 'drwebinar@clickmeeting.com'. Below these fields is a note '* Required fields' and a dark button labeled 'REGISTER NOW'. At the bottom, a virtual keyboard is visible with a 'Done' button in the top right corner.

07



Want perfect meetings? Checklist for the host!

That's it! Let's recall the most important tools and features that will help you achieve this goal:

- 1 Appearance settings** allow you to customize the design of your invitations, profile page, or waiting room to match your brand. You can also include your logo to build a professional image.
- 2 The profile page** can serve as your "command center." You will place recordings of archived events, on-demand webinars, and registration forms for upcoming events.
- 3 A registration form** lets your attendees sign up for meetings on their own. You can also use it to generate leads.
- 4 The waiting room** is a place where your attendees wait to join a meeting that has not yet been launched by the organizer. You can put various content there, including, for example, the event schedule or downloadable materials.
- 5 Remember that you can create and participate in meetings on mobile devices.** The most convenient way to do this is through the mobile app, but ClickMeeting also works in the browser.

Good luck!

