Adobe Connect Pro Quick Reference Guide: Events

Creating an Event

Events are built around content, such as a course or curriculum, a meeting, or a seminar. The content must already exist in the appropriate library before you create the event; you cannot create the content when you create the event. You can use any single file stored in your Content, Meetings, Training, or Seminar library.

To create an event, click on the Event Management tab and navigate to the folder where you wish to create the event and click on New Event. The Event Wizard will walk you through the steps to set up a new event:

Enter Event Information

Enter the details about the event. (The event name, a time zone, and language are required; all other fields are optional.) You may edit this information after the event is created.

Note: If you change the event start date to a date in the future, participants and presenters can still enter the meeting room at any time.

Select Content

Content for an event must exist before you create an event. After you select a type of content, you cannot change the content type. You can, however, substitute different content of the same type. For example, if you create an event based on a seminar, you can later substitute a different seminar for the one you originally used when creating the event.

If you plan to use an existing presentation for an event, you must republish the PowerPoint presentation to a Content library folder other than the one containing the original presentation. If you do not, the reporting information for the original presentation will be merged with the event-specific report data, and any event-specific data will be carried over into any future reports for the original presentation.

Create Registration

Determine the questions that participants must answer on the registration form. The information creates a guest profile required for tracking a participant.

There are four required questions, which are preselected on the Create Registration form:

1. Name
2. Email address
3. Password,
4. Retype password
You can select any of the other questions. For events that include guests outside your organization (those who find your event listing on your organization’s public website), it is a good idea to get the company name and URL for screening purposes. For example, if the applicant works for a competitor, you might want to deny access.

Customize Registration

There is a great deal of flexibility in designing a registration page for an event, including custom multiple-choice, short-answer, and yes/no questions. You may also change the order of questions and delete questions at any time.

Select Event Participants

For an event limited to registered guests and accepted users, you can select users and groups to be participants or presenters in your event. Registered users are those individuals who already have an Adobe Connect Pro account. These users will be able to log in to the event directly.

Self-Enrollment: Uninvited users who have the URL to the event meeting room may log in as guests. As a host, you may grant admission to guests on an individual basis.

Note: Each time you create an event, the system creates a group named after the event and populates it with the invited users. This makes it easy to invite the same people to a follow-up event: in the Users And Groups list, simply select the group from the previous event.

You may wish to send participants email invitations containing the date, time, duration, and URL of the event. You can send invitations as you create the event, or you can create and send the invitations at a later time.

When you customize an email form, you will see several fields in braces ({}), in the Message Body area. In general, do not change any of the fields, unless you have a specific reason for doing so. The braces contain variables that the system replaces with actual values that are specific to your event.

Example: The event-time field will display the beginning time you specified. If you want to change that time in the email message, perhaps making it 15 minutes earlier to ensure that the actual event can begin on time, you can manually type in a new time in the event-time field.

Preview and Modify Registration and Event Pages

By returning to the Event Information view, you can preview registration and event pages, modify them (for instance, by changing their logos), and make them public.

Event Folders Can Be Private or Public

All events in a single folder appear on one listing page. For example, you may create a folder that contains events your organization is hosting and then make that folder public so that users can browse the event listings to learn about upcoming seminars. To create multiple event listing pages, simply create multiple folders.
A public event listing page is one that anyone can view from the hosted public pages. A private event listing page cannot be viewed publicly; a user must have login rights to view it. By default, event listing pages are private, but you can make them public:

1. Click the Event Management tab in Connect Pro.
2. Navigate to the desired folder.
3. Click Make This Folder Public.

The folder is now public and a URL is listed. The URL can be made available and the event listing page can be viewed by anyone from the hosted public pages.

**Publish Events**

When you publish an event, the following actions occur:

- All selected email message options become active. For example, if you selected the first option, send email invitations, the invitations are automatically sent and you can no longer customize them. You can, however, still customize any other selected e-mail messages. You can also edit the invitation text and then invite more people—the new text is used.
- The registration form with its associated URL becomes available, and prospective attendees can begin registering for your event.

To publish an event:

1. Click the Events Management tab in Connect Pro.
2. Navigate to the event and click its name in the list. The Event Information page appears. Next to Status the following message appears: “This event has not been published and listed on your site. Emails have not been sent.”
3. Click Publish.
4. A confirmation message appears: “Publishing this event will send e-mail based on your selected mail options.”
5. Click Publish again.
6. The Event Information page appears with this status message: “This event has been published. E-mail options are active.” The Publish button disappears.