



IBM LotusLive Events

Quick Start Guide

Managing online conferences with IBM LotusLive Events is simple because every aspect of your online event is in one place and easy to use. In addition to the full-featured web conferencing service of LotusLive Meetings, you get all the tools you need to manage registration, host your event and follow up with post event analysis. This guide provides the information necessary to manage a LotusLive Events conference.

Logging In

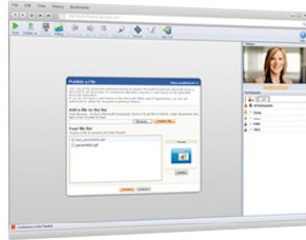
To begin using LotusLive Events go to <http://www.meetingconnect.net/lotuslive> and select **Login into Account**. You will arrive at the login page as shown below:

The screenshot shows the IBM LotusLive website. At the top, it says "IBM LotusLive | quick reference". Below this is a tagline: "Work smarter with LotusLive™—a collection of online collaboration tools and services that meet your business needs." The page is divided into two main sections: "IBM LotusLive Meetings" and "IBM LotusLive Events".

IBM LotusLive Meetings
Quickly and easily share information, give presentations, demonstrate software and work collaboratively with one person or up to a thousand.
[Host a Meeting >](#) [Join a Meeting >](#) [Resources and Additional Information >](#)

IBM LotusLive Events
Create, manage, and execute events quickly and easily.
[Log into Account >](#) [Resources and Additional Information >](#)

On the right side, there is a "Resources & Downloads" section with links: [Overview >](#), [Quick Start Guide >](#), [System Requirements >](#), [System Compatibility Check >](#), and [Download Options Kit >](#). Below that is a "Demos" section with a link: [View a demo >](#). Underneath is a "Technical Support" section with a link: [Online User Help >](#). At the bottom right, contact information is provided: Toll Free: 866.240.5929, Toll: 706.902.5126, and lotuslivesup@meetingconnect.net. There are also two small images of the LotusLive software interface.



IBM LotusLive Events

Create, manage, and execute events quickly and easily.

Log into Account

Log-in to set-up, administer and conduct your rehearsals and events. Before you conduct your first rehearsal and/or event we recommend you read the information to the right.

Plan to Share Applications?

If you intend to share applications, download the Host Options Kit by clicking on the link to the right. Select the browser plug-ins during installation. **Note:** The Microsoft Outlook scheduling plug-in only applies to LotusLive Meetings, not Events.

Resources & Downloads

- [Overview >](#)
- [Quick Start Guide >](#)
- [Recording >](#)
- [System Requirements >](#)
- [System Compatibility Checker >](#)
- [Download Options Kit >](#)

Demos

- [View a demo >](#)

Technical Support

- [Online User Help >](#)

Toll Free: 866.240.5929
Toll: 706.902.5126
lotuslivesup@meetingconnect.com

Participants will use the conference code only.

The first time you log in, provide your name and e-mail address to share with your event attendees, and select your time zone. You can also provide optional company and contact information and upload your logo or artwork. The logo or artwork will be used for all events unless you upload a different file for a specific event.

Welcome | [Event Central](#) | [My Account](#) | [Help](#) | [Sign Off](#)

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My Contact Information

The following information will be shared with event participants when you are a presenter.

* **Name:**

* **E-mail Address:**

Phone Number:

This information will be used by default when you create a new event, but you can always change it for that event.

Company or organization:

Logo or artwork:

The artwork should be a bmp, gif, jpg, jpeg or png file. It should be no wider than 450 pixels and no taller than 150 pixels. The artwork will be placed above the event name.

This information is for internal use only. It will not be shared with event participants.

* **Time zone:**
Please select your time zone

* Required field

Entering Account Information

Once you save your account information, a confirmation e-mail will be sent. You will need to click the confirmation link in the e-mail before you can access the rest of the site.

You have requested to update your email address information.

Please confirm your email address by clicking on the link below:

[Click here to confirm your email address](#)

If you did not modify your contact information, or if you have received this email in error, please ignore this message.

If you want to revise or add information later, you can access your account by clicking **My Account** at the top right of the page.

Note: Each time you change your e-mail address in My Account, you will be sent a confirmation e-mail. You will need to click the confirmation link in the confirmation e-mail before you can access the rest of the site.

Creating a New Event

1 Click **Create Event**.

Welcome Sara [Event Central](#) [My Account](#) [Help](#) [Sign Off](#)

Event Central

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Use this page to review and edit events, start events that are ready to begin, and create new events.

[Create an Event](#)

Click Access Conferencing Materials to publish documents that you can present in any of your events.
[Access Conferencing Materials](#)

Today's and Upcoming Events

[All upcoming events](#)

Event	Date	Time	
Training 101	Today	09:00	Start Now
Full Event Processing	08/21/2009	13:00	Registrations

Past Events

[All past events](#)

Event	Date	Time	Registered	Attended
Product Demonstration	08/18/2009	09:00	0	0
asdfasdf	08/11/2009	09:00	0	0
LotusLive Meetings Sept Release	08/06/2009	13:00	0	0

When you create an event, you schedule the date and time, assign presenters, define registration requirements, and configure automated e-mail announcements.

To create a new event, complete each of the following steps, clicking **Next** to proceed or **Previous** if you want to make changes:

2 Describe the event.

- + You must provide a title, date, time, and duration. Click the calendar and select the date.
- + Make sure to change the time zone if this event is to take place in a time zone that is different from your selected default.
- + Optionally, you can add an art or logo file by clicking **Browse** and locating a GIF, JPG, BMP, or PNG file on your local drive.
- + You can also enter a custom message describing the event.

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Create an Event: Step 1 of 7

Describe the Event

⚠ Note: Do not navigate away from these pages using your browser's Next and Previous buttons. Doing so may result in a loss of information.

On this page you define the date, time and description of the event. This information will appear in the event registration page and will be included in e-mails to attendees.

* **Title:**

* **Date:**

* **Time:**

* **Time zone:**

* **Duration:**
 hours minutes

Logo or artwork:

The artwork should be a bmp, gif, jpg, jpeg or png file. It should be no wider than 450 pixels and no taller than 150 pixels. The artwork will be placed above the event name.

3 Enter Presenter(s) information

- + The Presenter creates and manages the event. The presenter conducts the web and voice conference.
- + If additional fields are needed for the Registration page, (for example, your company's URL), click **Create Custom Field** and complete the Field Label and Field Value entries. To remove any custom field, click **Remove Custom Field**.
- + If the Presenter is not the same person as the Host, deselect **Same as Host** and enter the presenter's name. To assign multiple presenters, click **Add Presenter**; and enter the required information.

Welcome Sara | [Event Central](#) | [My Account](#) | [Help](#) | [Sign Off](#)

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Create an Event: Step 2 of 7

Host and Presenters

On this page, you will define the Host (you or a third party sponsor), and the Presenters (one or more). You can add your own fields to provide additional information on the Registration page (for example, your company's URL).

Host name:

Organization:

 Enter company or organization.
[Create Custom Field](#)

Presenter 1

*** Name:**
 Same as host

Organization:

*** E-mail:**

[Add Presenter](#)

* Required field

4 Choose registration requirements

- + You must require attendees to provide their name and e-mail address.
- + Optionally, you can ask for other company and contact information and create custom registration fields to ask during registration. You can indicate whether responses will be required or optional (ask, but not required).
- + You must indicate whether you want to approve each applicant before they can attend or all attendees will be automatically approved. If you choose to approve each attendee, you must review the registrations and accept or deny each record. See [Managing Registrations](#).
- + If you would like to restrict the size of your event, click **Limit number of attendees**, and enter the maximum number of people who can register for the event.

Welcome Sara | [Event Central](#) | [My Account](#) | [Help](#) | [Sign Off](#)

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Create an Event: Step 3 of 7

Registration Requirements

On this page you choose the information each attendee will be asked to provide when they register for the event. Also you will be able to define the registration approval process.

Registration Information

Indicate which of the following standard fields are required, optional, or not included on the registration page.

Name: Required

E-mail address: Required

Job or position title:

Company or organization:

Address:

City:

State or province:

Zip or postal code:

Country or region:

Telephone number:

5 Preview the attendee registration page.

- + Attendees will see this information when they click the registration link. If any information is incorrect, click **Previous** to return to the appropriate page to make corrections.

The screenshot shows a registration form for an event titled "Training 101". On the left, event details are listed: Event Date (08/19/2009), Event Time (09:00 - 09:45 EDT (GMT-04:00)), Hosted By (Dan Uhlmeyer), and Website. Below this, it states "We will cover Training 101 during this event." A "Register Now" button is present, followed by a disclaimer: "The information you enter here will be shared with the event host, but not with other attendees." The form contains several required fields marked with an asterisk: Name, E-mail, Job Title, Company Name, Address, City, State, Zip, Country or Region, Phone, Number of years in industry, and Number of years with company. A "Register" button is located at the bottom right of the form.

6 Enter conference details.

- + Select the web conferencing features you will use so that the Join e-mail can provide attendees with a link to the appropriate system check.
- + Indicate if you want to record the event (an additional charge applies, see "Terms and Conditions").
- + Indicate if you will use voice conferencing and provide the access credentials.

The screenshot displays the "Create an Event: Step 5 of 7" page, specifically the "Conference Details" section. The page header includes "Welcome Sara" and navigation links for "Event Central", "My Account", "Help", and "Sign Off". The main content area is titled "Conference Details" and includes the text: "On this page you identify conferencing features that will be deployed or used for this event." Under the "Web Conferencing" section, there are four checked checkboxes: "Published presentation", "Application sharing", "Remote control", and "Videocasting". The "Event Recording" section contains the text: "Check the box below if you would like one of our recording technicians to record this event for you. Manual recording fees apply." Below this is a link for "View terms and conditions" and a checkbox for "Record the event", which is currently unchecked.

7 Define [attendee e-mails](#)

- + You are responsible for sending the initial invitations by e-mail or another communication tool to [announce the event](#). Suggested text and the registration link are provided for you to copy and paste.

- + You can automatically send a registration approval or denial message and up to three reminders before the event.
- + You can automatically send, “Thank you for attending” and “Sorry you missed the event” messages after the event.
- + You can receive a summary report of the event by clicking **Send e-mail report to Presenter**.
- + To preview an e-mail message, select the message from the pull-down list and click **Preview**.

Create an Event: Step 6 of 7
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Attendee E-mails

On this page you can define e-mails you viewing pane at the bottom of the page

Before the Event

Invitation:
Will be sent manually, by presenter

Registration approval or denial:
Sent after participant has registered

First reminder:
No reminder

Second reminder:
No reminder

Third reminder:
No reminder

After the Event

Thank you for attending:
Same day

Sorry you missed the event:
Same day

Send e-mail report to host

Memo 1:

Memo 2:

E-mail Preview

after the event. E-mail content can also be previewed in the

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You have been invited to attend the following event:

Training 101

Date: 09/10/2009
Time: 14:30 - 16:30 EDT (GMT-04:00)
Hosted By: Sara

To register for this event

To register for this event, use the following link:
<http://events.webdial.com/register.php?id=56d7b66207&lan=US>

If clicking the above link does not work, please copy the entire link and paste it into your Web browser.

For webinar-specific questions, contact the moderator. For technical questions, contact support at lotuslivesup@meetingconnect.net.

8 Review the summary and confirm the event.

Create an Event: Step 7 of 7
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Summary

⚠ You are about to complete the event creation process. Please confirm the date and time of the event.

Confirm Date and Time

Date:

Time:
2:30 PM

Time zone:

Manage Events

When you create an event, the Event Summary page provides all of the information you need to invite attendees to register. In addition, you can choose from several automatically generated e-mails to help you communicate with your attendees after they have registered.

The following table describes the e-mail messages. You can preview any message by selecting the e-mail from the pull-down list on the Attendee E-mails page and clicking **Preview**.

Message	Purpose	Details
Event Announcement	Publicize your event, invite attendees, and provide a link to the registration page.	Create your own announcement by copying and pasting the event details and the registration link or by using the automatically generated announcement e-mail. See Announcing an Event .
Confirmation for presenter	Confirmation sent to event presenter(s). Provides event details including date and time. Gives a link to the System Check. Provides the link to join the web conference.	Sent to the event presenter(s).
Registration approval	After attendees register, they receive a "Join" e-mail that communicates the following information: Acknowledges the attendee's registration. Provides event details including date and time. Provides the option of adding the event to a calendar. Gives a link to the System Check. Provides the link to join the web conference. For a teleconference, provides access credentials.	If you select Each attendee must be approved before they can attend the event , you must approve each attendee's registration before the approval e-mail is sent. If you select Attendees are automatically approved and can attend the event , all attendees automatically receive an approval e-mail after they register.
Registration denial	Informs the recipient that the request to join the event has been denied.	If you select Each attendee must be approved before they can attend the event , attendees automatically receive this message if you deny their registration.
Update	Notification of event updates made after event creation. Generated after editing the event and clicking Save and Send .	Sent to registered participants of the event.
Cancellation	Notification of an event cancellation. Generated only after clicking Cancel and Send during event cancellation.	Sent to registered participants of the event.
Restoration	Notification of the restoration of a cancelled event. Generated only after clicking Restore Event and Send during event restoration.	Sent to registered participants of the event.
First reminder	Reminds the person that they have registered. (Optional)	Sent at time you specify (same day as event or on any day before event starts).
Second reminder	Reminds the person that they have registered. (Optional)	Sent at time you specify (same day as event or on any day before event starts).
Third reminder	Reminds the person that they have	Sent at time you specify (same

	registered. (Optional)	day as event or on any day before event starts).
Thank you for attending	Describes the event and thanks the recipient for attending. (Optional)	Sent to attendees after the event.
Sorry you missed the event	Describes the event and expresses regret that the recipient did not attend. (Optional)	Sent to people who registered but did not attend the event.
Summary Report	Gives a summary of the web conference session, including start time, duration, and attendance information. (Optional)	Sent to the event Presenter after the completion of the conference.