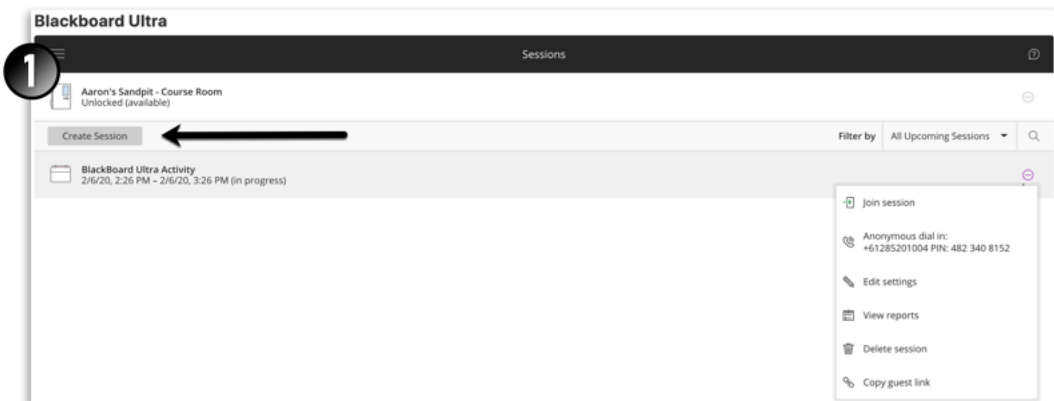


Event Settings

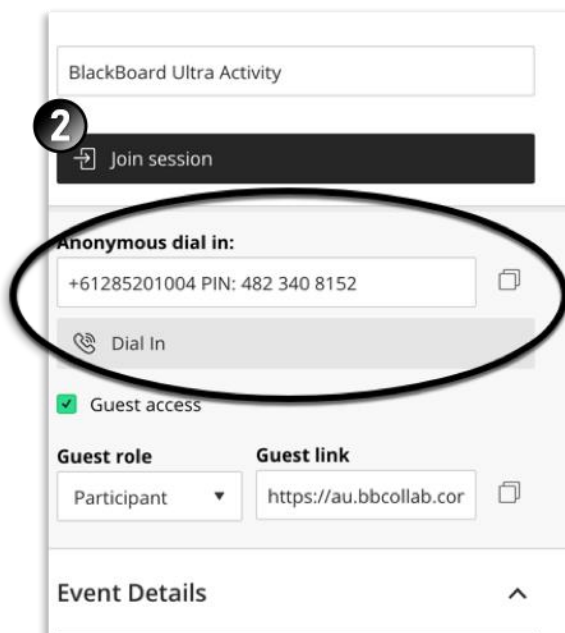
Dial in Feature

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

1. Create a new session



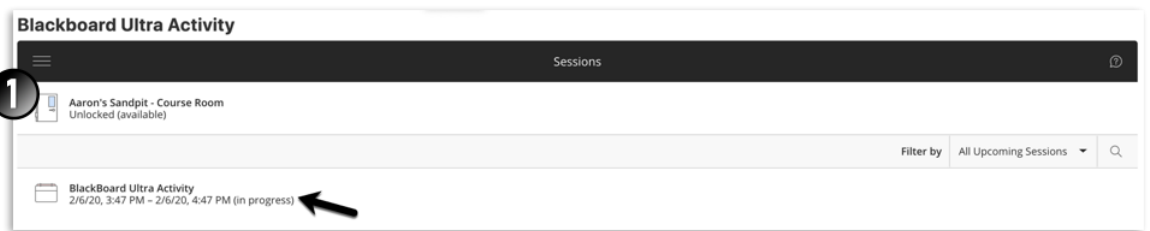
2. Copy and paste dial in where users can see



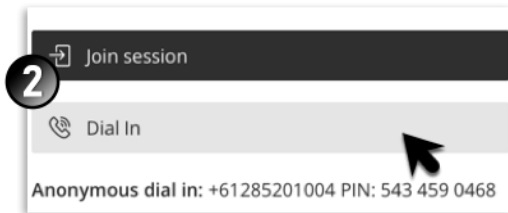
Each session will have a unique phone number and PIN In which participants dial the number on their phone and input the PIN to join the session

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.

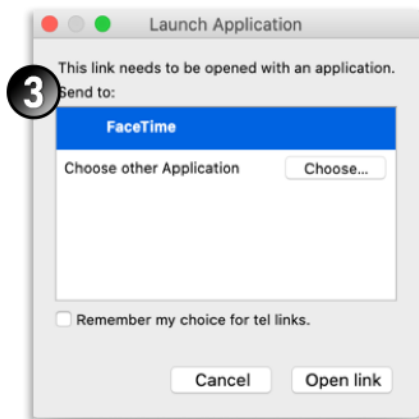
1. Click on the session you want to join



2. Click on dial in



3. Select your preferred application



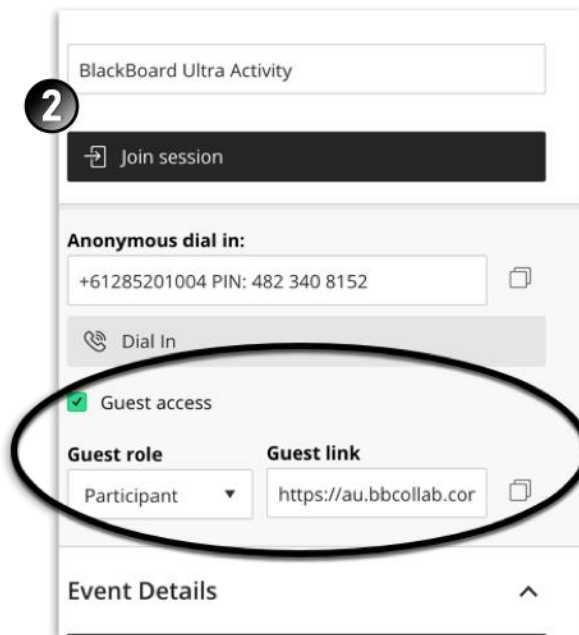
Guest Access

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



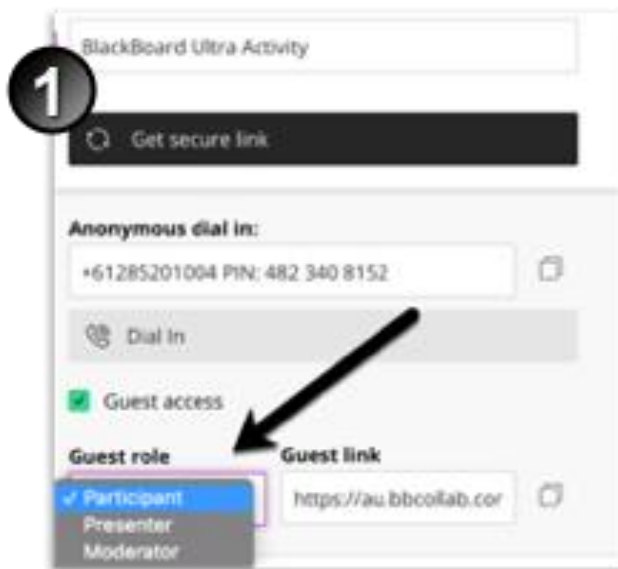
2. Create a name for the session.



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



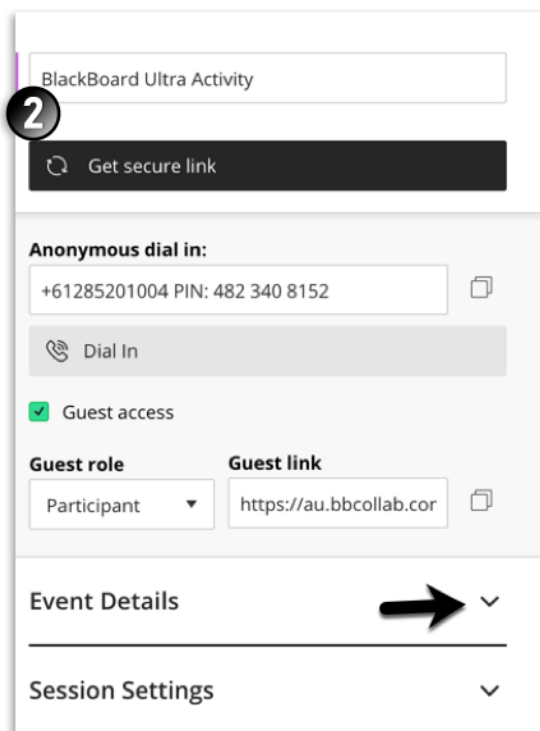
Event Details

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

Event Details ^

Start

2/6/20  9:48 AM 

End

2/6/20  1:48 PM 

No end (open session)

Repeat session

Early Entry

15 min before start time ▼

Description

Type a description.

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

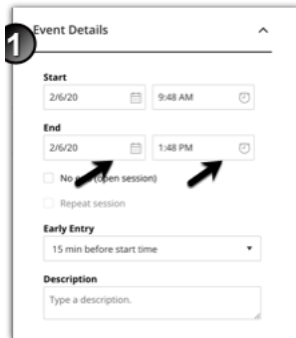
The screenshot shows the 'Event Details' form. A circled '1' is positioned to the left of the 'Start' section. The 'Start' section contains two input fields: a date field with '2/6/20' and a time field with '9:48 AM'. Both fields have small icons to their right: a calendar icon for the date and a clock icon for the time. Two black arrows point from the text 'Click on the calendar icon/textbox and or the clock icon below start' to these icons. Below the 'Start' section is the 'End' section, which has a date field with '2/6/20' and a time field with '1:48 PM', also with calendar and clock icons. Further down are checkboxes for 'No end (open session)' and 'Repeat session', a dropdown for 'Early Entry' set to '15 min before start time', and a text area for 'Description' with the placeholder 'Type a description.'

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

This screenshot shows the same 'Event Details' form as above, but with a calendar pop-up open over the start date field. The calendar is for February 2020 and shows the date 6th highlighted in blue. A circled '2' is positioned to the left of the calendar. The start date field now contains '2/6/20' and the start time field contains '3:47 PM'. The end date and time fields remain '2/6/20' and '4:47 PM'. The rest of the form, including the 'Early Entry' dropdown and 'Description' text area, is visible below.

End Date

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



1

Event Details

Start
2/6/20 9:48 AM

End
2/6/20 1:48 PM

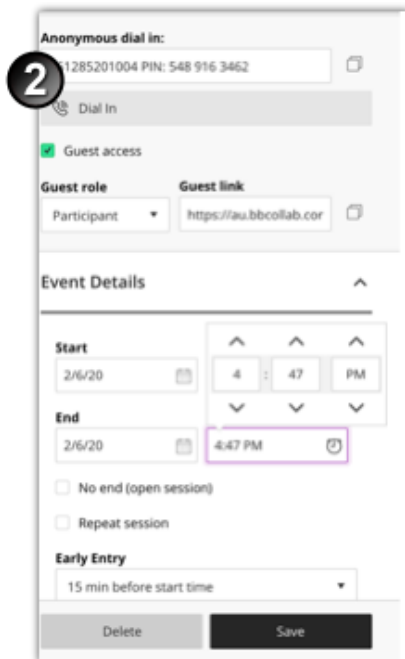
No end (open session)

Repeat session

Early Entry
15 min before start time

Description
Type a description.

2. Edit the Date/Time or insert Date/time



2

Anonymous dial in:
1285201004 PIN: 548 916 3462

Dial In

Guest access

Guest role: Participant Guest link: <https://au.bbcollab.cor>

Event Details

Start
2/6/20

End
2/6/20 4:47 PM

No end (open session)

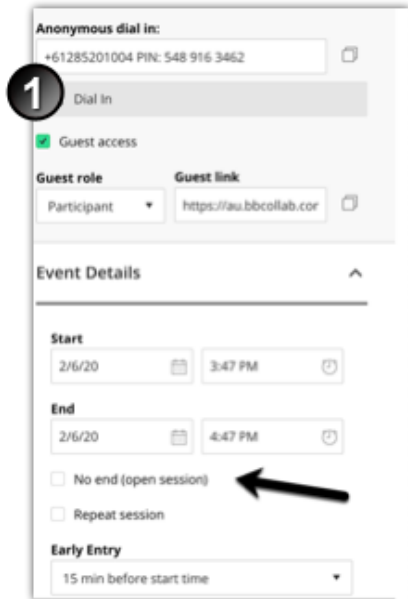
Repeat session

Early Entry
15 min before start time

Delete Save

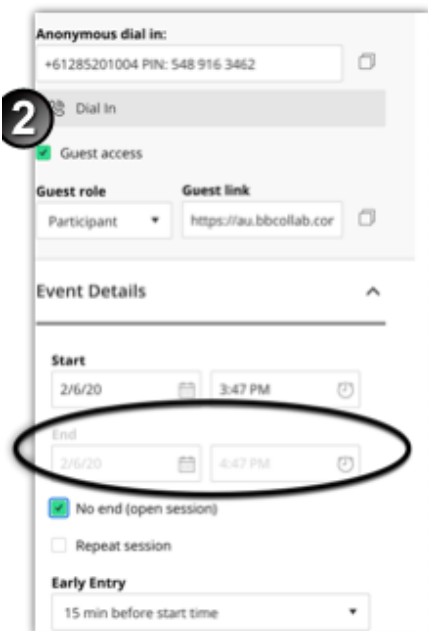
No End (open session)

1. Select no end (open session)



The screenshot shows the 'Event Details' section of a form. The 'Start' time is 2/6/20 at 3:47 PM. The 'End' time is 2/6/20 at 4:47 PM. The 'No end (open session)' checkbox is checked, and a black arrow points to it. The 'Repeat session' checkbox is unchecked. The 'Early Entry' dropdown is set to '15 min before start time'.

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



The screenshot shows the 'Event Details' section of a form. The 'Start' time is 2/6/20 at 3:47 PM. The 'End' time is 2/6/20 at 4:47 PM, and these fields are greyed out. The 'No end (open session)' checkbox is checked. The 'Repeat session' checkbox is unchecked. The 'Early Entry' dropdown is set to '15 min before start time'.

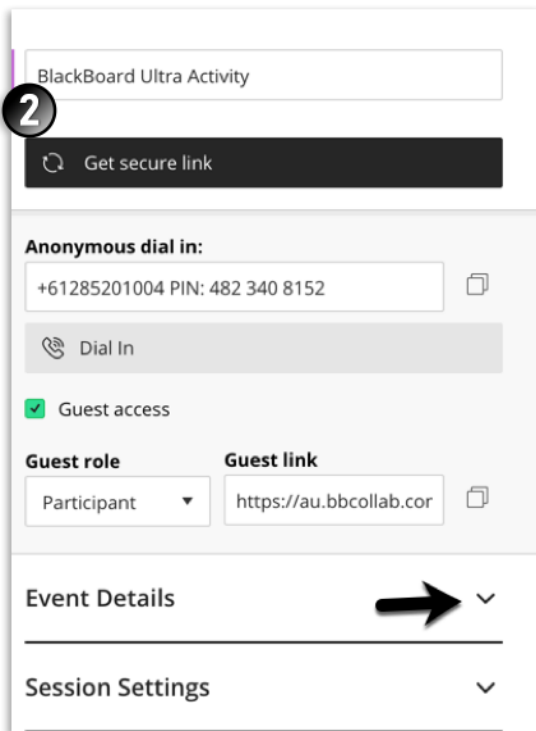
Repeat session

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

3 Event Details ^

Start
2/6/20 2:26 PM

End
2/6/20 3:26 PM

No end (open session)
 Repeat session ←

Early Entry
60 min before start time

[Provide a description](#)

4. Select intervals of repeat session

4 Repeat session

Repeat Weekly

Every 3 Weeks

S M T W T F S

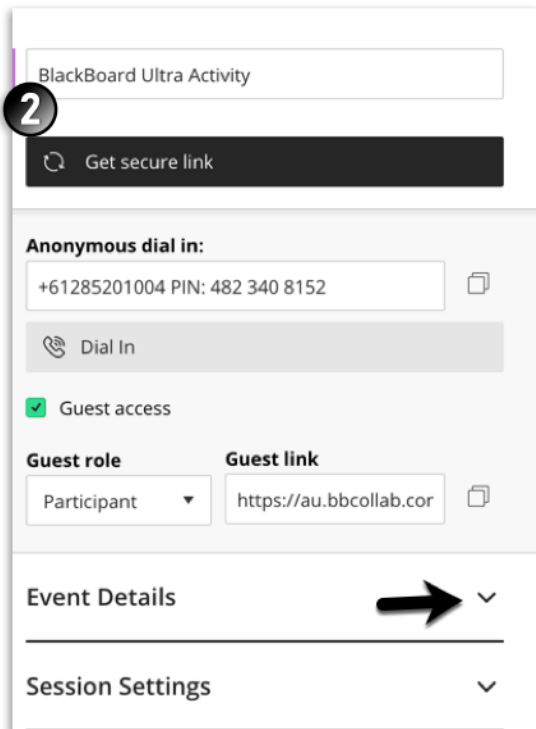
Early Entry

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



2. Expand Drop-down list for Event details



3. Expand drop down list for early Entry

3 Event Details ^

Start
2/6/20 2:26 PM

End
2/6/20 3:26 PM

No end (open session)
 Repeat session

Early Entry
60 min before start time

[Provide a description](#)

4. Select the number of minutes of Early Entry before start time

4 Event Details ^

Start
2/6/20 2:26 PM

End
2/6/20 3:26 PM

No end (open session)

No early entry
15 min before start time
30 min before start time
45 min before start time
60 min before start time