



Infinite

Event Central User Guide

Last Revised 9/6/11

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NOTE: When using Event Central, participants need to log in to the WebInterpoint session by using the link that was created in Event Central. Also, the Event Central link is needed when recording through professional services.

System Requirements

Host and Participant systems must meet the following minimum requirements:

- Network connection to the WebInterpoint 8.2 server through HTTP and HTTPS
- Internet connection speed of 128 Kbps or higher - *see bandwidth considerations below*
- Microsoft Windows 2000/XP/Vista or Server2003
- Internet Explorer 6+, Netscape 7.0+, Firefox 1.0+ browser
- Mac OS X with Firefox or Apple Safari 1.1
- Linux, Unix, or Solaris with Netscape 7.0+ or Mozilla 1.0+
- Macromedia Flash 8.2 or higher
- Cookies and Scripting enabled in browser

Average Bandwidth Usage

- Application Sharing- 240 Kbps/participant (*Note: Medium quality with average UI screen updates*)
- Published Files- jpeg/html download rate is proportional to the available bandwidth

Host Requirements:

Application Sharing

A small ActiveX component is required for Hosts to share applications from their Microsoft Windows desktop. If the component is not present on the Host's system, they will be prompted to download it. If system security settings prevent you from downloading and installing ActiveX components, you can obtain the component by downloading and installing the WebInterpoint 8.2 Options Kit.

Recording

Macromedia Flash 8.0 or higher is required only if the Host will be using the Recording functionality.

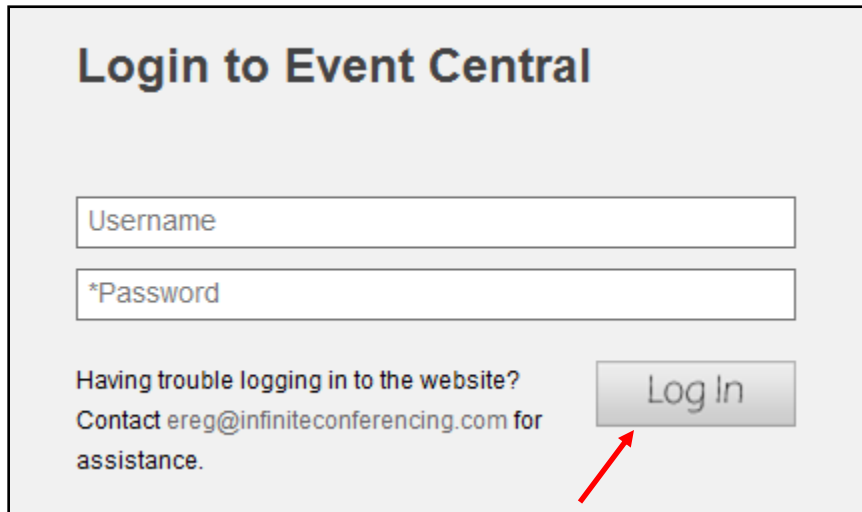
Participant Requirements:

Application Sharing

Macromedia Flash 8.0 or higher can be used as an alternative component to view shared applications.

Logging into Event Central

1. Go to the following URL: <http://www.infiniteconferencing.com/eportal/> .
2. Enter your username (which is the same as your Chair Code).
3. Enter your Password (which is the same as your Participant Code).
4. Click **LOGIN**.



Login to Event Central

Username

*Password

Having trouble logging in to the website?
Contact ereg@infiniteconferencing.com for
assistance.

Log In

Creating a Profile

If you are logging in for the first time, you will be prompted to enter your contact information and upload a company logo.

To go back to this page at any time, click on the **MY ACCOUNT** button from the top menu. The information you enter here will be shared with event participants when you are a presenter.


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Welcome Maria | Conference Event Central | **My Account** | Help | Sign Off

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:
 [\[View Current\]](#) [\[Delete\]](#)

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:**
 ▼

* Required field

Event Central Dashboard

If this is not the first time you are logging in, the “Conference Event Central” screen will display. This main screen contains information on upcoming events and past events. When you click on a specific upcoming event you will open up a screen with different options such as editing, canceling the event, rehearsing the event and even showing registrant list. You can also create an Event through this interface as well as access your conferencing materials by clicking on the link.

Welcome Maria **Conference Event Central** My Account Help Sign Off

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Conference Event Central

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	
Infinite Demo	Dec 31, 2010	9:00 AM	Registrations

Past Events [All past events](#)

Event	Date	Time	Registered	Attended
TEST 2	Nov 18, 2010	9:00 AM	0	0
Infinite Demo 2	Nov 3, 2010	5:30 PM	1	0
Maria Test Event	Oct 30, 2010	9:00 AM	2	0
Maria Test Event 2	Oct 30, 2010	9:00 AM	0	0

Creating an Event

To create an event, you will need to know the date and time of the event. You will be able to create a new event or copy from another event. If you need to go back to the Conference Event Central dashboard, just click on the **CONFERENCE EVENT CENTRAL** button at any time.

1. Click the **CREATE an EVENT** button on the “Conference Event Central” screen.

The screenshot shows the 'Conference Event Central' dashboard. At the top, there is a navigation bar with 'Welcome Maria', 'Conference Event Central' (highlighted with a red box), 'My Account', 'Help', and 'Sign Off'. Below the navigation bar, the page title is 'Conference Event Central'. A sub-header reads: 'Use this page to review and edit events, start events that are ready to begin, and create new events.' On the left side, there is a yellow button labeled 'Create an Event' (highlighted with a red box) and a link 'Access Conferencing Materials'. The main content area is divided into two sections: 'Today's and Upcoming Events' and 'Past Events'. The 'Today's and Upcoming Events' section contains a table with one row: 'Infinite Demo' on 'Dec 31, 2010' at '9:00 AM' with 'Registrations' available. The 'Past Events' section contains a table with four rows: 'TEST 2' (Nov 18, 2010 9:00 AM, 0 Registered, 0 Attended), 'Infinite Demo 2' (Nov 3, 2010 5:30 PM, 1 Registered, 0 Attended), 'Maria Test Event' (Oct 30, 2010 9:00 AM, 2 Registered, 0 Attended), and 'Maria Test Event 2' (Oct 30, 2010 9:00 AM, 0 Registered, 0 Attended).

2. Select whether to create a new event from scratch or use information from an existing event. Once you are done, click **NEXT**.

The screenshot shows the 'Create an Event: Step 1 of 8' form. At the top, there is a navigation bar with 'Welcome Maria', 'Conference Event Central', 'My Account', 'Help', and 'Sign Off'. Below the navigation bar, the page title is 'Create an Event: Step 1 of 8'. A sub-header reads: 'You can create an event from scratch or create an event by copying the information from an existing event.' The form has two radio buttons: 'Create a new event' (selected) and 'Copy an existing event:'. Below the radio buttons, there is a list of existing events: 'Infinite Demo (Dec 31, 2010 9:00 AM)', 'Infinite Demo 2 (Nov 3, 2010 5:30 PM)', 'Maria Test Event (Oct 30, 2010 9:00 AM)', 'Maria Test Event 2 (Oct 30, 2010 9:00 AM)', and 'TEST 2 (Nov 18, 2010 9:00 AM)'. At the bottom of the form, there are two buttons: 'Next >>' (highlighted with a red box) and 'Cancel'.

3. On the “Describe the Event” Screen you can fill in the following information. Click **NEXT** when you are done.
- a) Title
 - b) Date of the event
 - c) Time (Choose an option from the drop down menu)
 - d) Time Zone (Choose an option from the drop down menu)
 - e) Duration (Select from the drop down menu)
 - f) Logo/Artwork (Click the **BROWSE** button to upload a logo for your Event)
 - g) Event Description (You should include what the event will cover - Brief and specific description will allow you to deliver an effective message)

Create an Event: Step 2 of 8

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:**
9:00 AM

* **Time zone:**
(GMT-05:00) Eastern Time (US & Canada)

* **Duration:**
0 hours 00 minutes

Logo or artwork:
 Browse... [View Current\(\)](#) [Delete\(\)](#)

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.

Event description:

Enter a brief description of your event, so registrants know what the event will cover. Use bullet points to make your message even more effective.

* Required field

4. On the “Host and Presenters” screen, you can fill in the following information. Click **NEXT** when you are done. Or if you need to go back to the previous screen, you can click on **PREVIOUS**.
- a) Host Name, Organization, Email Address (This is who the reminder/invitation emails will be “from”)
 - b) You can add custom fields by clicking on “[Create Custom Field](#)”
 - c) Presenter 1 Name, Presenter Organization, Presenter Email (NOTE: When the presenter logs in to WebInterpoint either for rehearsal or the actual event, then they need to use this same email address to authenticate them)
 - d) Add Presenter (If you will have more than one presenter, click “[Add Presenter](#)”).

Create an Event: Step 3 of 8

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:
Maria

Organization:
Infinite
Enter company or organization.

[Create Custom Field](#)

Presenter 1

* **Name:**
Maria Same as host

Organization:
Infinite

* **E-mail:**
mvacas@infiniteconferencing.com

[Add Presenter](#)

* Required field

5. On the “Registration Requirement” screen, choose the information each attendee will be asked to provide when they are registering for the event. Click **NEXT** when you are done. Or if you need to go back to the previous screen, you can click on **PREVIOUS**.
- a) Under **Registration Information**, select the registration information you want each registrant to fill out. You may choose whether the question is required or not.
 - b) Under **Customer Registration Information**, you may create custom fields by typing the information in the boxes. For example, you may ask “What year did you graduate?” and select the status of the field, either required or not.
 - c) Under **Registration Approval**, you can choose to approve each attendee before they can attend the event or attendees can be automatically approved after they register.
 - d) Under **Number of Attendees**, you can limit the number of attendees for your event. (The default setting is 99 attendees, one host and 99 participants; contact us to increase the number of participants).

The screenshot shows a web form titled "Create an Event: Step 4 of 8" with a sub-header "Registration Requirements". The form is divided into several sections:

- Registration Information:** Includes fields for "Name:" (Required) and "E-mail address:" (Required).
- Custom Registration Information:** A section where users can create custom fields. It contains four rows, each with a "Display Status:" dropdown menu (all set to "Do not ask") and a "Field Label:" text input box.
- Registration approval:** A section with two radio button options: "Each attendee must be approved before they can attend the event" (which is selected) and "Attendees are automatically approved and can attend the event".
- Number of Attendees:** A section with a checkbox labeled "Limit number of attendees", which is currently unchecked.


At the bottom of the form, there are three buttons: "« Previous" (highlighted with a red box), "Next »" (highlighted with a red box), and "Cancel".

6. Under “Preview Attendee Registration page” you can preview how the Registration page will be presented to Attendees to register for your event. Review it carefully and if changes are required click **PREVIOUS**, otherwise click **NEXT**.


Create an Event: Step 5 of 8

Preview Attendee Registration Page

The Attendee Registration Page is displayed below for review purposes and will be presented to Attendees when they register for your event. Review it carefully. If changes are required, click "Previous", otherwise click "Next".



Conference Event Central



XXXXXXXX

Date: Dec 15, 2010
Time: 9:00 AM - 10:00 AM (Eastern Time)
Hosted By: Maria (infinite)

Register Now

The information you enter here will be shared with the event host, but not with other attendees.

* Name:

* E-mail:

* Required field

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7. On the “Conference Details” Page, you will identify which conferencing features to use for this event. Click **NEXT** when you are done. Or if you need to go back to the previous screen, you can click on **PREVIOUS**.
 - a. **Web conferencing** – Check the features you will be using (Published presentation, Application sharing, or Remote control). By identifying the features, a link to a customized system check will be included in the “Join” e-mail.
 - b. **Voice conferencing** – If you will be using phone conferencing, check the box “Teleconference”, then enter the Access Numbers and Conference ID for this event. This information will also be included in the “Join” e-mail.

Create an Event: Step 6 of 8

Conference Details

On this page you identify conferencing features that will be deployed or used for this event.

Web Conferencing

Select the features you expect to use during the event. These features will determine what tests are performed on a participant's system when participants connect to the event.

Published presentation

Application sharing

Remote control

Voice Conferencing

Enter the teleconference access numbers and ID for this event. This information will also be included in the Join e-mail.

Teleconference

* Access number 1:

Access number 2:

Conference ID:

* Required field

8. On the “Attendee Emails” page you can define if and when to automatically send before and after event emails. Email content can also be previewed in the viewing pane at the bottom of the page. Click **NEXT** when done or click **PREVIOUS** if you need to go back to the previous screen.
- Before the Event:** By default, the invitation and Registration approval will be sent according to your prior specifications. You may choose when to send the First, Second and Third reminder.
 - After the Event:** You can choose either the “Thank you for attending” and/or “Sorry you missed the Event” Emails.
 - Preview the emails:** Select an email from the drop down menu and click “Preview”. In order to preview the reminder emails, you must first select when to send them on top.

Create an Event: Step 7 of 8

Attendee E-mails

On this page you can define e-mails you want sent automatically before and after the event. E-mail content can also be previewed in the 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:
1 day before

Third reminder:
Same day as event 3 hours before

After the Event

Thank you for attending:
Same day

Sorry you missed the event:
1 day after the event

Send e-mail report to host

Billing Memo 1
[Text input field]

Billing Memo 2
[Text input field]


► E-mail Preview

« Previous Next » Cancel


9. On the Summary Page, confirm the date and time of the event. You can still go back and change the date and time of the event after you save this event. Click **FINISH** when done or **PREVIOUS** if you want to go back to the previous screen.

Create an Event: Step 8 of 8

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:

Time zone:

10. On the “Event Summary” page, you will see a confirmation of the event. You will also be able to copy the Registration link to insert in any marketing material (e.g. emails, flyers, web sites etc.) that will be used to announce your event. To go back to this page any time after creating the event, click on the Conference Event Central button on top, and then click on the event to view. On the left panel, you can:
- View who has registered, and preview the registration form
 - View the event emails
 - Rehearse the Event
 - Edit/Cancel or create a new event. Click “Done” when finished reviewing the event.

The screenshot shows the 'Event Summary' page for 'TESTING EVENT'. At the top, the Infinite Conferencing logo is on the left, and navigation links 'Welcome Maria', 'Conference Event Central', 'My Account', 'Help', and 'Sign Off' are on the right. The 'Conference Event Central' link is highlighted with a red box. Below the header, the event title 'TESTING EVENT' is displayed next to the Infinite logo. A sidebar on the left contains various action links: 'Event Registrations', 'Who registered?', 'View registration form', 'E-mails', 'View event e-mails', 'Running the event' (with a 'Start Now' button), 'Rehearse the event', 'Show event history', 'Changing the event', 'Edit the event', 'Cancel the event', and 'Use this event to create a new event'. The main content area shows event details: Date: Dec 25, 2010; Time: 9:00 AM - 10:00 AM (Eastern Time); Hosted By: Maria (Infinite); Title: MKT. A red box highlights the registration link: http://ash-cs7.conferenceservers.com/brands/INF/EP_WebInterpoint/maskpath.html?id=e09f26e3c8&l=en-US, with the text 'Registration Link' to its right. Below this, a 'Joining this event' section contains a red box around the join link: <https://events.webdialogs.com/join.php?id=e09f26e3c8&l=en-US>, with the text 'Join Link' to its right. At the bottom, a 'Registration Status' section shows: All Registered Users: 0; Unprocessed Users: 0; Processed Users: 0 (0 Approved, 0 Denied). A red box highlights the 'Done' button at the bottom of the page.

Editing an Existing Event

1. Go to the Conference Event Central screen and click an event.

Welcome Maria | Conference Event Central | My Account | Help | Sign Off

Conference Event Central

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[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	Registrations
Infinite Demo	Dec 31, 2010	9:00 AM	Registrations

Past Events [All past events](#)

Event	Date	Time	Registered	Attended
TEST 2	Nov 18, 2010	9:00 AM	0	0
Infinite Demo 2	Nov 3, 2010	5:30 PM	1	0
Maria Test Event	Oct 30, 2010	9:00 AM	2	0
Maria Test Event 2	Oct 30, 2010	9:00 AM	0	0

2. To the left you will see the list of functions that are available. Click on **EDIT THE EVENT**.

Welcome Maria | Conference Event Central | My Account | Help | Sign Off

Event Summary: TESTING EVENT

Links below provide access to additional information or actions related to this event.

Event Registrations

[Who registered?](#)

[View registration form](#)

E-mails

[View event e-mails](#)

Running the event

[Start Now](#)

Rehearse the event

[Show event history](#)

Changing the event

[edit the event](#)

[Cancel the event](#)

[Use this event to create a new event](#)

TESTING EVENT

Date: Dec 25, 2010
Time: 9:00 AM - 10:00 AM (Eastern Time)
Hosted By: Maria (Infinite)
Title: MKT

This is a demo to show how Event Central works when creating registrations.

3. You will be able to edit all your existing information. You can go through all the tabs and make the changes that are necessary. When you are done you can click on the **SAVE AND SEND** button if you want to save your changes and send the update to registrants. Or you can just click on the **SAVE** button if you only want to save your changes.

The screenshot shows a web application interface for editing an event. At the top, there are five tabs: 'Description' (selected), 'Host and Presenters', 'Registrations', 'Conference Details', and 'E-mails'. Below the tabs is the heading 'Describe the Event' and a sub-heading 'Make changes to the event description on this page.' The form contains the following fields and controls:

- Title:** A text input field containing 'TESTING EVENT'.
- Date:** A date picker showing '12/25/2010'.
- Time:** A dropdown menu showing '9:00 AM'.
- Time zone:** A dropdown menu showing '(GMT-05:00) Eastern Time (US & Canada)'.
- Duration:** Two dropdown menus for '1' hours and '00' minutes.
- Logo or artwork:** A text input field, a 'Browse...' button, and links for '[View Current]' and '[Delete]'.
- Event description:** A large text area containing the text 'This is a demo to show how Event Central works when creating registrations.'

Below the text area, there is a note: 'Enter a brief description of your event, so registrants know what the event will cover. Use bullet points to make your message even more effective.' and a label '* Required field'. At the bottom of the form, there are three buttons: 'Save', 'Save And Send', and 'Cancel'. The 'Save' and 'Save And Send' buttons are highlighted with a red rectangular box.

Registrants

To view registrants:

1. To view the list of registrants, from the Conference Event Central screen, click on the **REGISTRATIONS** link.

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

Conference Event Central

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	
TESTING EVENT	Dec 25, 2010	9:00 AM	Registrations
Infinite Demo	Dec 31, 2010	9:00 AM	Registrations
TESTING EVENT	Dec 31, 2010	9:00 AM	Registrations

2. To view all registrants, choose “All Participants” from the drop down menu. If during the event creation process you selected to manually approve registrants, then you will have the option to approve or deny them here. If you selected to automatically approve all registrants, then you will not see these options. When you are done, click on the **DONE** button.

Who Registered: Infinite Demo

This page will allow you to process, review and manage your event registrations. To review the registration list use the drop down list below to choose which types of registrations to show and then click "Show". To process unprocessed registrations, use the Approve and Deny links. The remaining links will allow you to send custom e-mails and download registration information.

This event has a registration limit of 50. You cannot approve participants beyond this limit.

Maximum Approved Participants: 50
Currently Approved Participants: 5

Approve and Deny Registrations

[Approve all](#) **All Participants** [Show](#)

Approve selected participants
 Deny selected participants

Send E-mail
Send e-mail to selected participants

Registration Information
[Export registered participants](#)
[View participant details](#)

<input type="checkbox"/>	Name	E-mail Address	Browser Check	Status
<input type="checkbox"/>	Jasmine	jsmith@aladdin.com	Not Completed	
<input type="checkbox"/>	Will Fords	mvacas@yahoo.com	Not Completed	
<input type="checkbox"/>	Jerry	blah@blah.com	Not Completed	
<input type="checkbox"/>	Sarah Roberts	mvacas@infiniteconferencing.com	Not Completed	
<input checked="" type="checkbox"/>	Ryan Wayne	mvacas@onsm.com	Not Completed	Approved
<input checked="" type="checkbox"/>	Sarah Roberts	mvacas@infiniteconferencing.com	Not Completed	Approved
<input checked="" type="checkbox"/>	Dori Pace	dpace@onsm.com	Not Completed	Approved
<input checked="" type="checkbox"/>	shivi kakar	skakar@infiniteconferencing.com	Not Completed	Approved
<input checked="" type="checkbox"/>	Jerry	fbarros@infiniteconferencing.com	Not Completed	Approved

[Done](#)

To approve registrants:

1. You can either approve all registrants in one click by selecting **APPROVE ALL**. Or you can approve specific participants by selecting the ones that you would like to approve and clicking **APPROVE SELECTED PARTICIPANTS**. If you want to deny approval to a participant, then select the participant that you want to deny and click on **DENY SELECTED PARTICIPANTS**.

Maximum Approved Participants: 50
Currently Approved Participants: 5

Approve and Deny Registrations

[Approve all](#)

[Approve selected participants](#)

[Deny selected participants](#)

Send E-mail

[Send e-mail to selected participants](#)

Registration Information

[Export registered participants](#)

[View participant details](#)

All Participants

<input type="checkbox"/>	Name <input type="text"/>	E-mail Address <input type="text"/>	Browser Check <input type="text"/>	Status <input type="text"/>
<input type="checkbox"/>	Jasmine	jsmith@aladdin.com	Not Completed	
<input type="checkbox"/>	Will Fords	mvacas@yahoo.com	Not Completed	
<input type="checkbox"/>	Jerry	blah@blah.com	Not Completed	
<input type="checkbox"/>	Sarah Roberts	mvacas@infiniteconferencinc.com	Not Completed	
<input checked="" type="checkbox"/>	Ryan Wayne	mvacas@onsm.com	Not Completed	Approved
<input checked="" type="checkbox"/>	Sarah Roberts	mvacas@infiniteconferencing.com	Not Completed	Approved
<input type="checkbox"/>	Dori Pace	dpace@onsm.com	Not Completed	Approved
<input type="checkbox"/>	shivi kakar	skakar@infiniteconferencing.com	Not Completed	Approved
<input type="checkbox"/>	Jerry	fbarros@infiniteconferencing.com	Not Completed	Approved

To export the registrant list to an excel sheet:

1. To export the whole list of participants, click on **EXPORT REGISTERED PARTICIPANTS**.

Maximum Approved Participants: 50
Currently Approved Participants: 5

Approve and Deny Registrations

[Approve all](#)

[Approve selected participants](#)

[Deny selected participants](#)

Send E-mail

[Send e-mail to selected participants](#)

Registration Information

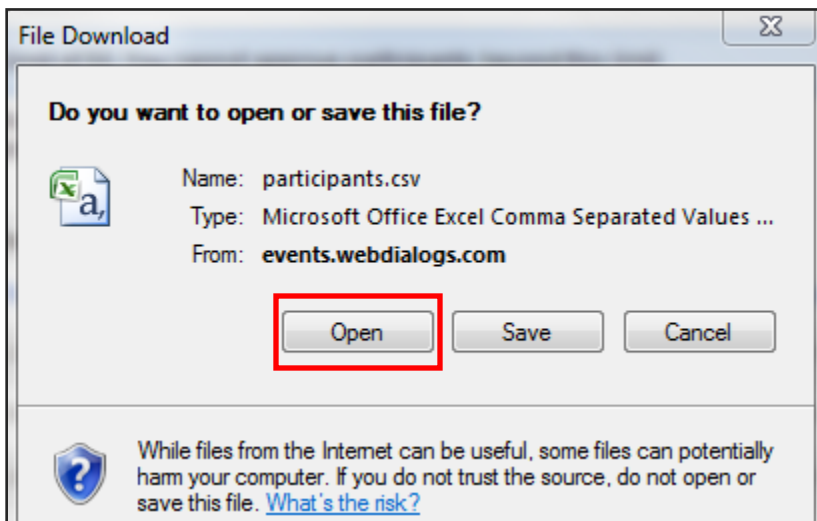
[Export registered participants](#)

[View participant details](#)

All Participants

<input type="checkbox"/>	Name <input type="text"/>	E-mail Address <input type="text"/>	Browser Check <input type="text"/>	Status <input type="text"/>
<input type="checkbox"/>	Jasmine	jsmith@aladdin.com	Not Completed	
<input type="checkbox"/>	Will Fords	mvacas@yahoo.com	Not Completed	
<input type="checkbox"/>	Jerry	blah@blah.com	Not Completed	
<input type="checkbox"/>	Sarah Roberts	mvacas@infiniteconferencinc.com	Not Completed	
<input checked="" type="checkbox"/>	Ryan Wayne	mvacas@onsm.com	Not Completed	Approved
<input checked="" type="checkbox"/>	Sarah Roberts	mvacas@infiniteconferencing.com	Not Completed	Approved
<input type="checkbox"/>	Dori Pace	dpace@onsm.com	Not Completed	Approved
<input type="checkbox"/>	shivi kakar	skakar@infiniteconferencing.com	Not Completed	Approved
<input type="checkbox"/>	Jerry	fbarros@infiniteconferencing.com	Not Completed	Approved

2. A confirmation window will appear, click on **OPEN**.



3. The excel sheet will appear with the list of registrants.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Attended	Name	E-mail Address	Job Title	Company Name	Address	City	State	Zip	Country	Phone	Fax	Nick Name	Age
2		Jasmine	jsmith@aladdin.com	Investor Relati	Aladdin Inc.	155 Madis	New York	NY	10010	USA	646-725-2701		Jasmine	30
3		Will Fords	mvacas@yahoo.com	MKT	Infinite			NJ		USA				52
4		Jerry	blah@blah.com		Infinite Conferencing			NJ		USA				27
5		Sarah Robert	mvacas@infiniteconferen	MKT	Infinite			NJ		USA				52
6		Ryan Wayne	mvacas@onsm.com		Infinite			NJ		USA				55
7		Sarah Robert	mvacas@infiniteconferen	MKT	Infinite	100 Morris	Springfiel	NJ	7081	USA	973-671-0028			52
8	Yes	Dori Pace	dpace@onsm.com	Senior Account	Infinite	100 Morris	Springfiel	NJ	7081	USA	9736710019		D	26
9	Yes	shivi kakar	skakar@infiniteconferenc	advertising coo	infinite conferencing			nj		usa				25
10	Yes	Jerry	fbarros@infiniteconferencing.com		Infinite Conferencing			NJ		USA				27

To email registrants:

If your registrants do not have the email with the login information for your event, then you can send them a customized email through Event Central. You can include the link to the registration page, the system check, the join page and the iCalendar attachment.

1. Select the registrants that you would like to email and click on **SEND E-MAIL TO SLECTED PARTICIPANTS**.

Approve and Deny Registrations

Maximum Approved Participants: 50
Currently Approved Participants: 5

Approve all

Approve selected participants

Deny selected participants

Send E-mail

Send e-mail to selected participants

Registration Information

Export registered participants

View participant details

All Participants Show

<input type="checkbox"/>	Name	E-mail Address	Browser Check	Status
<input type="checkbox"/>	Jasmine	jsmith@aladdin.com	Not Completed	
<input type="checkbox"/>	Will Fords	mvacas@yahoo.com	Not Completed	
<input type="checkbox"/>	Jerry	blah@blah.com	Not Completed	
<input type="checkbox"/>	Sarah Roberts	mvacas@infiniteconferencinc.com	Not Completed	
<input checked="" type="checkbox"/>	Ryan Wayne	mvacas@onsm.com	Not Completed	Approved
<input checked="" type="checkbox"/>	Sarah Roberts	mvacas@infiniteconferencing.com	Not Completed	Approved
<input type="checkbox"/>	Dori Pace	dpace@onsm.com	Not Completed	Approved
<input type="checkbox"/>	shivi kakar	skakar@infiniteconferencing.com	Not Completed	Approved
<input type="checkbox"/>	Jerry	fbarros@infiniteconferencing.com	Not Completed	Approved

Done

2. You can type your own customized message and check off the boxes of the information you would like to see added to your email. Once you are done creating your email, click **SEND**.

Send E-mail: Test

Use the e-mail form below to create and send a custom e-mail to participants selected on the previous page.

Bcc: Maria <mvacas@infiniteconferencing.com>;

Subject: Test - A message from your event host

Message:

Include link to registration page

Include link to system check

Include link to join page

Include iCalendar attachment

► E-mail Preview

Send Discard

Rehearse the Event

1. To rehearse your event, click on the Event's name on the Conference Event Central screen.

The screenshot shows the 'Conference Event Central' dashboard. At the top, there is a navigation bar with the Infinite Conferencing logo, a welcome message for Maria, and links for 'Conference Event Central', 'My Account', 'Help', and 'Sign Off'. Below the navigation bar, the main heading is 'Conference Event Central'. A sub-heading reads: 'Use this page to review and edit events, start events that are ready to begin, and create new events.'

On the left side, there is a yellow button labeled 'Create an Event'. Below it, text says: 'Click Access Conferencing Materials to publish documents that you can present in any of your events.' A link 'Access Conferencing Materials' is provided.

On the right side, there is a section titled 'Today's and Upcoming Events' with a link 'All upcoming events'. Below this is a table of events:

Event	Date	Time
TESTING EVENT	Dec 25, 2010	9:00 AM Registrations
Infinite Demo	Dec 31, 2010	9:00 AM Registrations
TESTING EVENT	Dec 31, 2010	9:00 AM Registrations

2. Select on **REHEARSE THE EVENT**.

The screenshot shows the 'Event Summary: TESTING EVENT' page. At the top, there is a navigation bar with the Infinite Conferencing logo, a welcome message for Maria, and links for 'Conference Event Central', 'My Account', 'Help', and 'Sign Off'. Below the navigation bar, the main heading is 'Event Summary: TESTING EVENT'. A sub-heading reads: 'Links below provide access to additional information or actions related to this event.'

On the left side, there is a list of actions:

- Event Registrations
 - Who registered?
 - View registration form
- E-mails
 - View event e-mails
- Running the event
 - [Start Now](#)
 - [Rehearse the event](#) (highlighted with a red box)
 - Show event history
- Changing the event
 - [Edit the event](#)
 - Cancel the event
 - Use this event to create a new event



TESTING EVENT

Date: Dec 25, 2010
Time: 9:00 AM - 10:00 AM (Eastern Time)
Hosted By: Maria (Infinite)
Title: MKT

This is a demo to show how Event Central works when creating registrations.

3. Click on the **REHEARSE NOW** button.

Conduct a Rehearsal: TESTING EVENT

Click Rehearse Now to launch test and practice sessions of your event. During these sessions you can try features, upload documents, create polling questions, and conduct dress rehearsals.

Rehearse Now Cancel

4. You will then be redirected to your WebInterpoint session so that you can practice for the real event and you can upload the documents that you will share with your audience beforehand. Once you are done rehearsing, click on the **SIGN OUT** button.

The screenshot shows a web browser window titled "WebInterpoint - Windows Internet Explorer". The address bar shows "https://co.conferenceserver.com/webapp/contest.asp?eventid=ca-00000015". The toolbar includes icons for Lock Conference, Publish, Sharing, Polling, Previous, Next, Pointer, Highlighter, Erase, Record, and Sign Out. The "Sign Out" button is highlighted with a red box. The main content area displays the "infinite CONFERRING" logo and the message "Nothing is currently published or shared". Below this is a table with four rows:

	Start a session - changes to "Stop" once in session.
	Publish a document. PowerPoint, Word or Excel files only. ***When "publishing", the document you select will be copied up to the server and converted for use in the shared session. No changes will be made to the original document on your computer.
	Application Sharing - one program or your whole desktop.
	Help on using WebInterpoint.

At the bottom of the window, it says "Conference is started. Not recording" and "Join URL: http://www.infiniteconferencing.com/portal".

Start the Session

1. To start your event, click on the Event's name on the Conference Event Central screen.

infinite
CONFERENCE CENTRAL
An Onstream Media Company

Welcome Maria | **Conference Event Central** | My Account | Help | Sign Off

Conference Event Central

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
TESTING EVENT	Dec 25, 2010	9:00 AM Registrations
Infinite Demo	Dec 31, 2010	9:00 AM Registrations
TESTING EVENT	Dec 31, 2010	9:00 AM Registrations

2. Select on the **START NOW** button.

infinite
CONFERENCE CENTRAL
An Onstream Media Company

Welcome Maria | **Conference Event Central** | My Account | Help | Sign Off

Event Summary: TESTING EVENT

Links below provide access to additional information or actions related to this event.


Event Registrations
Who registered?
View registration form

E-mails
View event e-mails

Running the event
[Start Now](#)

Rehearse the event
Show event history

Changing the event
[Edit the event](#)
Cancel the event
Use this event to create a new event

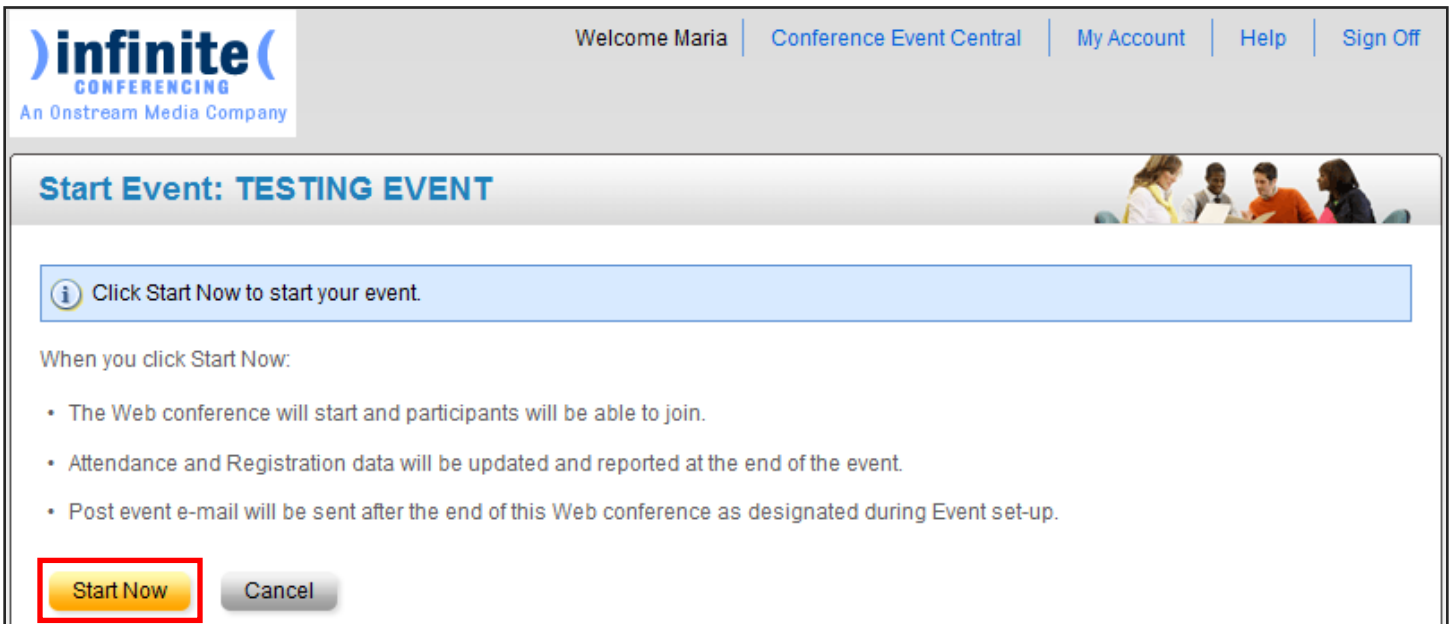


TESTING EVENT
Date: Dec 25, 2010
Time: 9:00 AM - 10:00 AM (Eastern Time)
Hosted By: Maria (Infinite)
Title: MKT

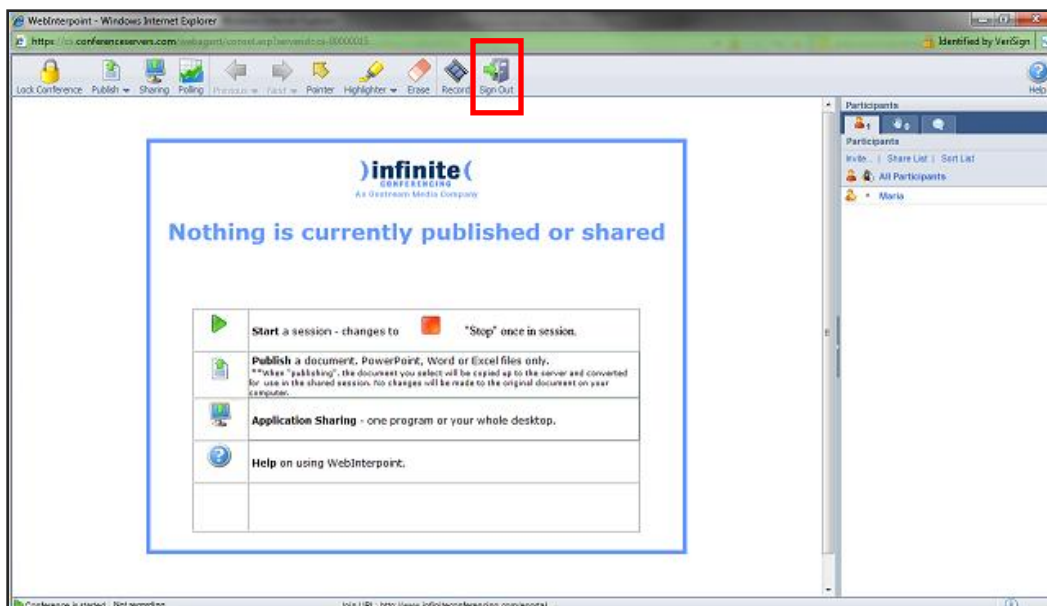
This is a demo to show how Event Central works when creating registrations.

3. You can click on the **START NOW** button. By clicking on this button, the following will happen:
- The Web conference will start and participants will be able to join.
 - Attendance and Registration data will be updated and reported at the end of the event.
 - Post event email will be sent after the end of this Web conference as designated during Event set-up.

NOTE: Your event should be started 15 minutes prior to the start time. Do not use this button to test the conference, since starting the conference will trigger all confirmation emails to be sent. Also once you click on the “Start Now” button, the session will automatically start.



4. You will then be redirected to your WebInterpoint session. Once you start the event, then the participants will be able to enter it as well. Once you are done with the live event, click on the **SIGN OUT** button.



View Past Event Summary

1. Click on a past event from the Conference Event Central screen.

infinite CONFERRING
An Onstream Media Company

Welcome Maria | Conference Event Central | My Account | Help | Sign Off

Conference Event Central

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	
Infinite Demo	Dec 31, 2010	9:00 AM	Registrations
TESTING EVENT	Dec 31, 2010	9:00 AM	Registrations

Past Events [All past events](#)

Event	Date	Time	Registered	Attended
TESTING EVENT	Dec 25, 2010	9:00 AM	1	0
TEST 2	Nov 18, 2010	9:00 AM	0	0
Infinite Demo 2	Nov 3, 2010	5:30 PM	1	0

2. You will have the option to see who registered, you can view all the emails that were sent out for the event, and you can obtain the event history details.

infinite CONFERRING
An Onstream Media Company

Welcome Maria | Conference Event Central | My Account | Help | Sign Off

Past Event Summary: TESTING EVENT


Links below provide access to additional information or actions related to this event.

Event Registrations
[Who registered?](#)

E-mails
[View event e-mails](#)

Running the event
[Show event history](#)

Creating an event
[Use this event to create a new event](#)



TESTING EVENT
Date: Dec 25, 2010
Time: 9:00 AM - 10:00 AM (Eastern Time)
Hosted By: Maria (Infinite)

To view who registered:

1. Click on **WHO REGISTERED?**.

The screenshot shows the 'Past Event Summary' page for 'TESTING EVENT'. The page header includes the Infinite Conferencing logo and navigation links: 'Welcome Maria', 'Conference Event Central', 'My Account', 'Help', and 'Sign Off'. The main content area features a sidebar with 'Event Registrations' and 'E-mails' sections. The 'Who registered?' link is highlighted with a red box. The main content area displays the event title 'TESTING EVENT' and its details: Date: Dec 25, 2010; Time: 9:00 AM - 10:00 AM (Eastern Time); Hosted By: Maria (Infinite). The Infinite logo is also visible in the center.

2. A window with the list of people that registered will appear. You can send an email to participants, export the registered participant list to an excel sheet, and view participant details.

The screenshot shows the 'Who Registered' page for 'TESTING EVENT'. The page header includes the Infinite Conferencing logo and navigation links: 'Welcome Maria', 'Conference Event Central', 'My Account', 'Help', and 'Sign Off'. The main content area features a sidebar with 'Send E-mail', 'Registration Information', 'Export registered participants', and 'View participant details' sections. The main content area displays the event title 'Who Registered: TESTING EVENT' and a message: 'This event has a registration limit of 50. You cannot approve participants beyond this limit.' Below this message, there are controls for 'Send E-mail' and 'Registration Information'. The 'Send E-mail' section includes a dropdown menu set to 'All Participants' and a 'Show' button. The 'Registration Information' section includes a table with columns for 'Name', 'E-mail Address', and 'Status'. The table contains one row for 'Maria' with email 'mvacas@infiniteconferencing.com' and status 'Absent'. A 'Done' button is located at the bottom of the page.

<input type="checkbox"/>	Name	E-mail Address	Status
<input type="checkbox"/>	Maria	mvacas@infiniteconferencing.com	Absent

To view the event emails that were sent out:

1. Click on **VIEW EVENT E-MAILS**.

The screenshot shows the 'Past Event Summary' page for 'TESTING EVENT'. The page header includes the Infinite Conferencing logo and navigation links: 'Welcome Maria', 'Conference Event Central', 'My Account', 'Help', and 'Sign Off'. The main heading is 'Past Event Summary: TESTING EVENT'. Below this, there is a section for 'Event Registrations' with a link 'Who registered?'. The 'E-mails' section is highlighted with a red box, containing a link 'View event e-mails'. Other links in this section include 'Running the event', 'Show event history', 'Creating an event', and 'Use this event to create a new event'. The event details are listed below: 'TESTING EVENT', 'Date: Dec 25, 2010', 'Time: 9:00 AM - 10:00 AM (Eastern Time)', and 'Hosted By: Maria (Infinite)'.

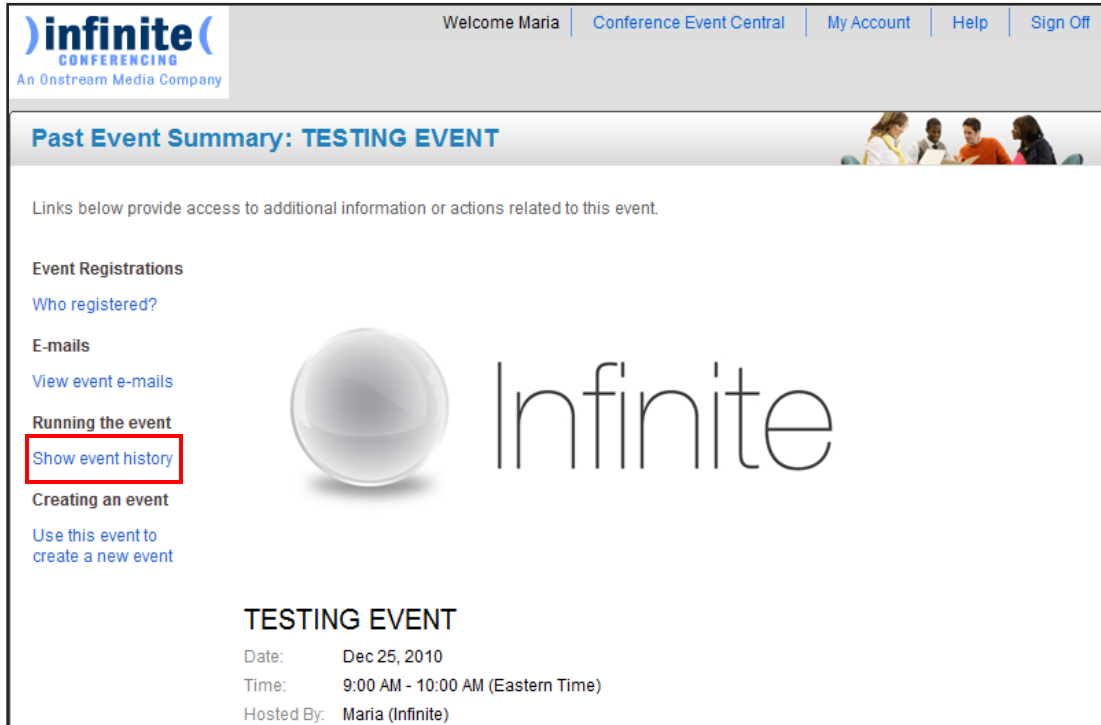
2. A screen will appear showing you the name of the emails that were sent out, the subject and the date that were sent will also appear. You can click on them individually to view them fully.

The screenshot shows the 'Event E-mails' page for 'TESTING EVENT'. The page header includes the Infinite Conferencing logo and navigation links: 'Welcome Maria', 'Conference Event Central', 'My Account', 'Help', and 'Sign Off'. The main heading is 'Event E-mails: TESTING EVENT'. Below this, there is a section for 'Event E-mails' with a link 'Change event e-mail definitions'. A table lists the event e-mails with columns for 'E-mail', 'Subject', and 'Sent'. The table contains three rows of data. Below the table, there is a section for 'E-mail' with a link 'No e-mails will be sent' and a 'Done' button.

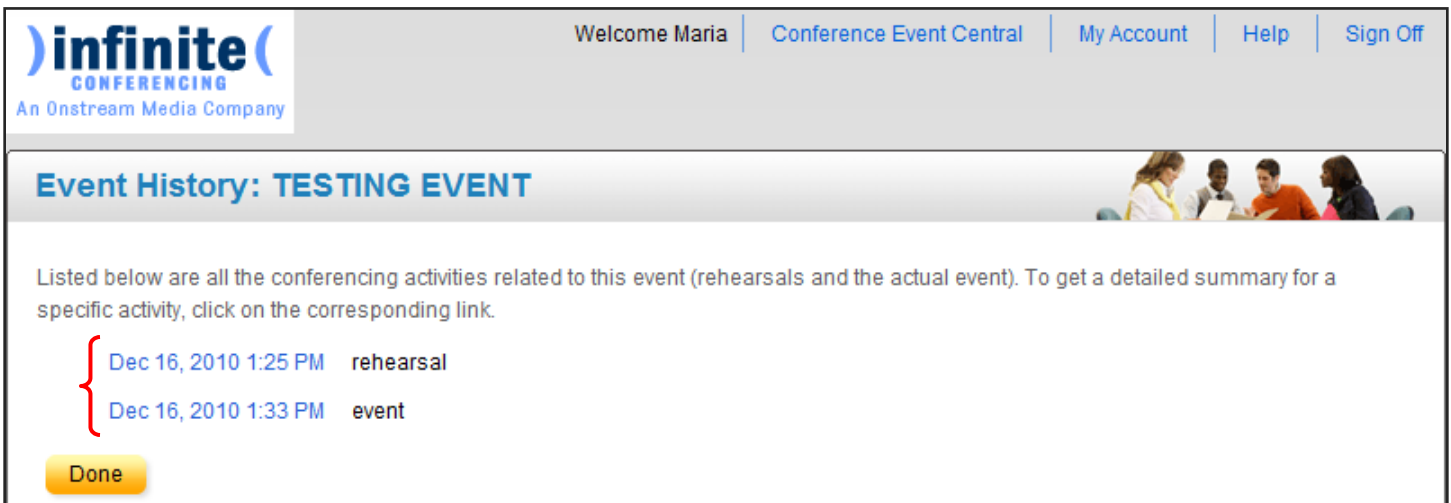
E-mail	Subject	Sent
Registration approval	TESTING EVENT	Dec 16, 2010 1:32 PM
Confirmation for presenter	Forward this e-mail to the presenters of the Event "TESTING EVENT"	Dec 14, 2010 4:33 PM
Announcement	Forward this mail to the people you wish to invite to Event "TESTING EVENT"	Dec 14, 2010 4:33 PM

To view event history:

1. Click on **SHOW EVENT HISTORY**.



2. A window will appear with the rehearsal and actual event activities that took place for your selected event. To view more details on each specific activity, you can click the appropriate link.



3. For example, if you clicked on the event link then the following window will appear with all the details of the live event.

Event Report: TESTING EVENT



Summary Report

Session ID:	4216959
Started on:	Dec 16, 2010
Memo 1:	Testing
Memo 2:	Review Product
Total Minutes:	104


Attendance Detail

	Name	E-mail	Company	Type	Time Started	Duration Minutes
1	Maria	mvacas@infiniteconferencing.com	Infinite	Web	1:33 PM	104
Total Minutes:						104

Done

Logging Off

1. Click on **LOG OFF** from the top of the screen at anytime to log off from Event Central.



Welcome Maria **Conference Event Central** My Account Help **Sign Off**

Conference Event Central

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

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Event	Date	Time	
Infinite Demo	Dec 31, 2010	9:00 AM	Registrations
TESTING EVENT	Dec 31, 2010	9:00 AM	Registrations

Past Events [All past events](#)

Event	Date	Time	Registered	Attended
TESTING EVENT	Dec 25, 2010	9:00 AM	1	0
TEST 2	Nov 18, 2010	9:00 AM	0	0
Infinite Demo 2	Nov 3, 2010	5:30 PM	1	0