

New event: Setting up your agenda

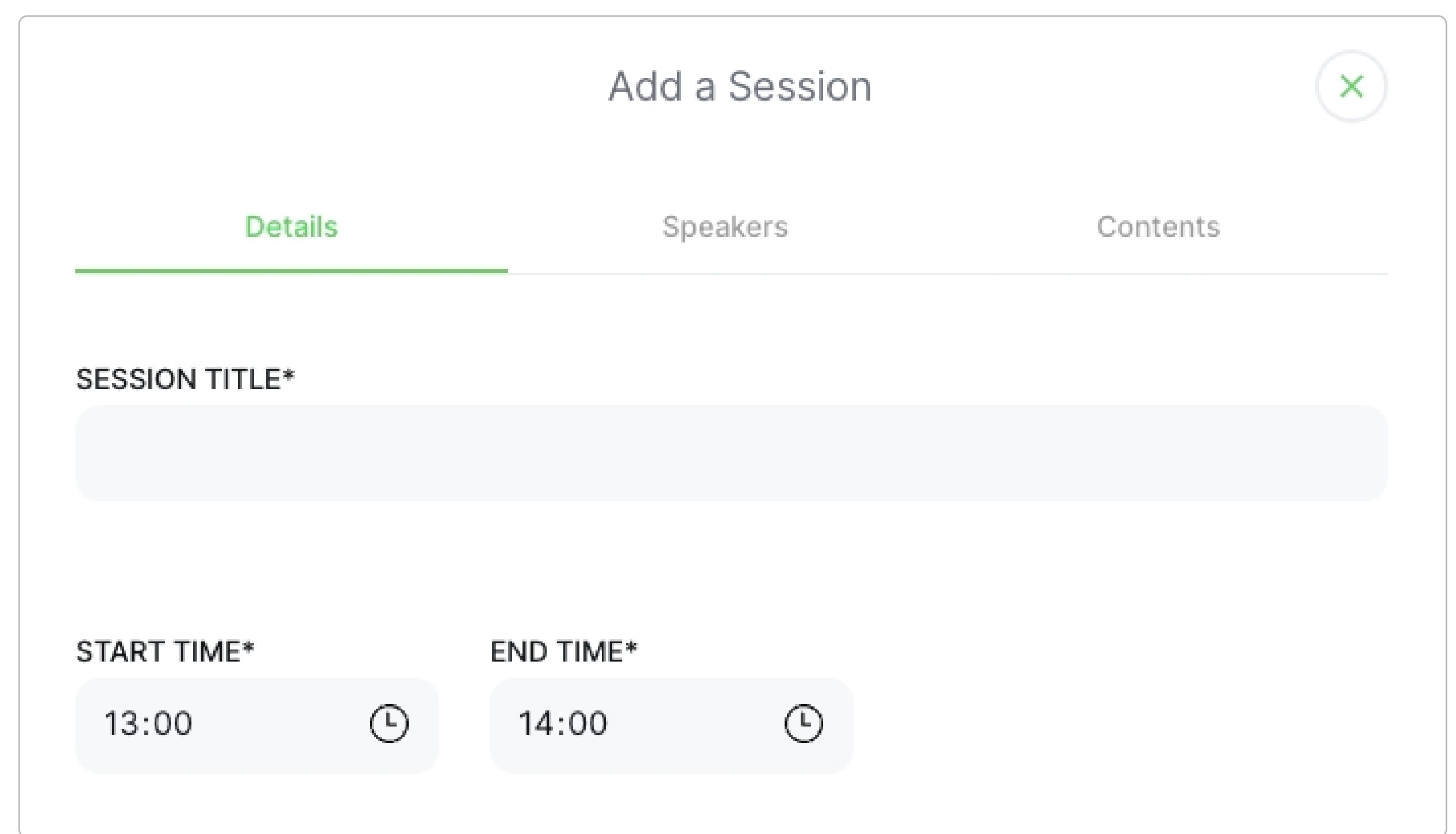
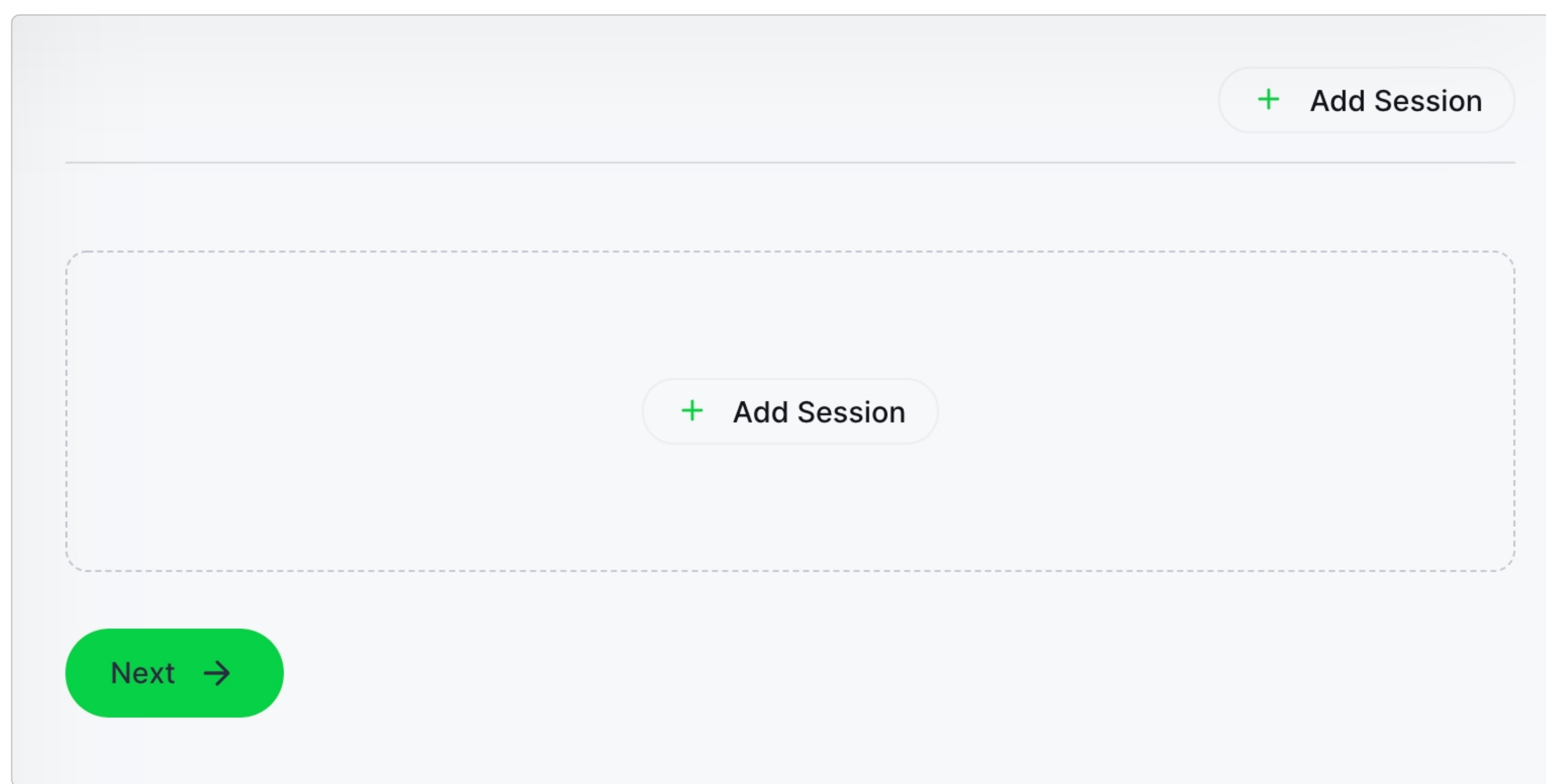
The event agenda section is where you begin to build the structure and content of your event. As the event doesn't have any content yet it will look like the below screen

Adding sessions

Select the Add Session option on your screen to get started. There are three parts to the Add Session screen.

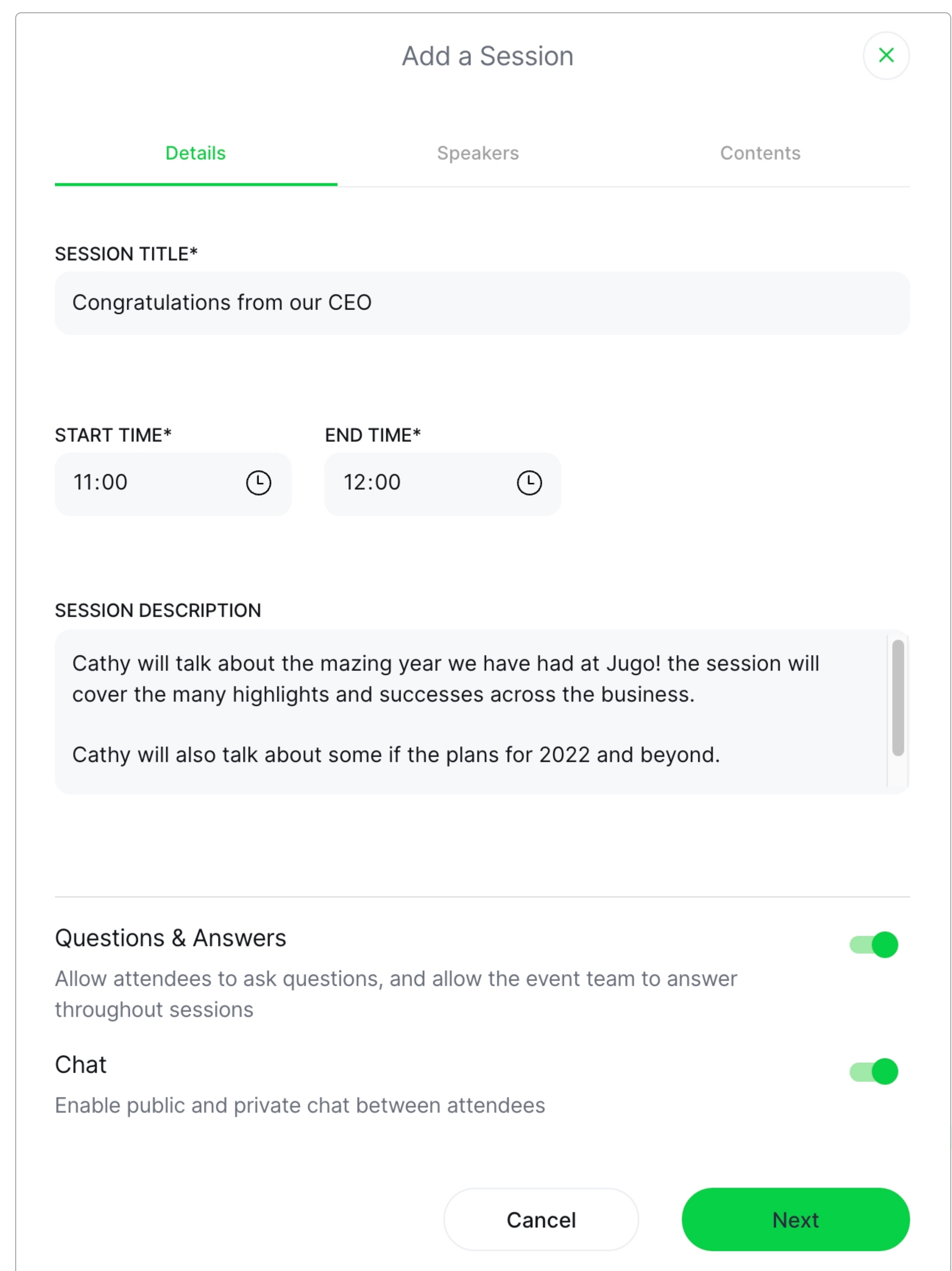
- > Details
- > Speakers
- > Contents

Click on Add Session to see the screen on the right screen.



Add a new session

Once you have added the basic session information for you event, you can choose the interaction options for this session. Your screen should look like the screen below.



Adding and assigning speakers

Add your first speaker by clicking on the Add Speaker button.

Edit Session

Details

Speakers

Contents

Session Speakers

+ Add Speaker

ASSIGN SPEAKER

Search for speakers

You haven't assigned any speakers, yet.

You will now see the following screen below. This below shows an example of a speaker that has been added. Click add to complete.

Back

Edit Speaker

SPEAKER PHOTO

SPEAKER TAGS

JOB TITLE

CEO

FIRST NAME

Cathy

LAST NAME

Walters

SPEAKER BIO

Cathy has lead Jugo for the last 2 years and overseen a dramatic period of growth

E-MAIL ADDRESS

cathy.walters@jugo.com

PHONE NUMBER

305 453 4568

Highlight Speaker

☒

Add

Notice: I have selected the Highlight Speaker at the bottom of this page. For more about this feature, please visit the the Speaker Overview page here.

When you done add the speaker information click to Green Add button on the screen. The screen will then update and look like the below (see next page)

Edit Session

Details

Speakers

Contents

Session Speakers

+ Add Speaker

ASSIGN SPEAKER

🔍

Search for speakers

▼

👤

Speaker Walters

⋮

Cathy Walters

CEO

You can now add additional speakers or click on the content header to upload content for this session.

Next we look at adding content.

If you haven't already done so, click on the Content Header in the Edit Session screen.

Content for the session can be added from this screen. Jugo supports multiple types of content. In the example below, a PowerPoint document has been added.

Edit Session

Details

Speakers

Contents

UPLOAD CONTENT

Drag or choose your file to upload

📁

PPT, KEYNOTE, MP4, GIF, JPG, max 100mb.

Session Content

📄

Presentation1.pptx

35.7 KB

⋮

Update →

When the content has been added, click the green Update button and then exit the Edit Session screen by clicking in the green X on the top right of the screen.

This will return you to the Agenda overview screen, as per the example below, showing the new session added.

Event Controls

Preview

Publish

Dashboard

Basic Info

Agenda

Venue & Branding

Registration

Polls

+ Add Session

🕒 11:00 - 12:00

⋮

Congratulations from our CEO

C

+ Add Session

Next →

You can either add more sessions from here, or click the green Next button to go the next section: Venue and Branding.