

New event: Setting up your agenda

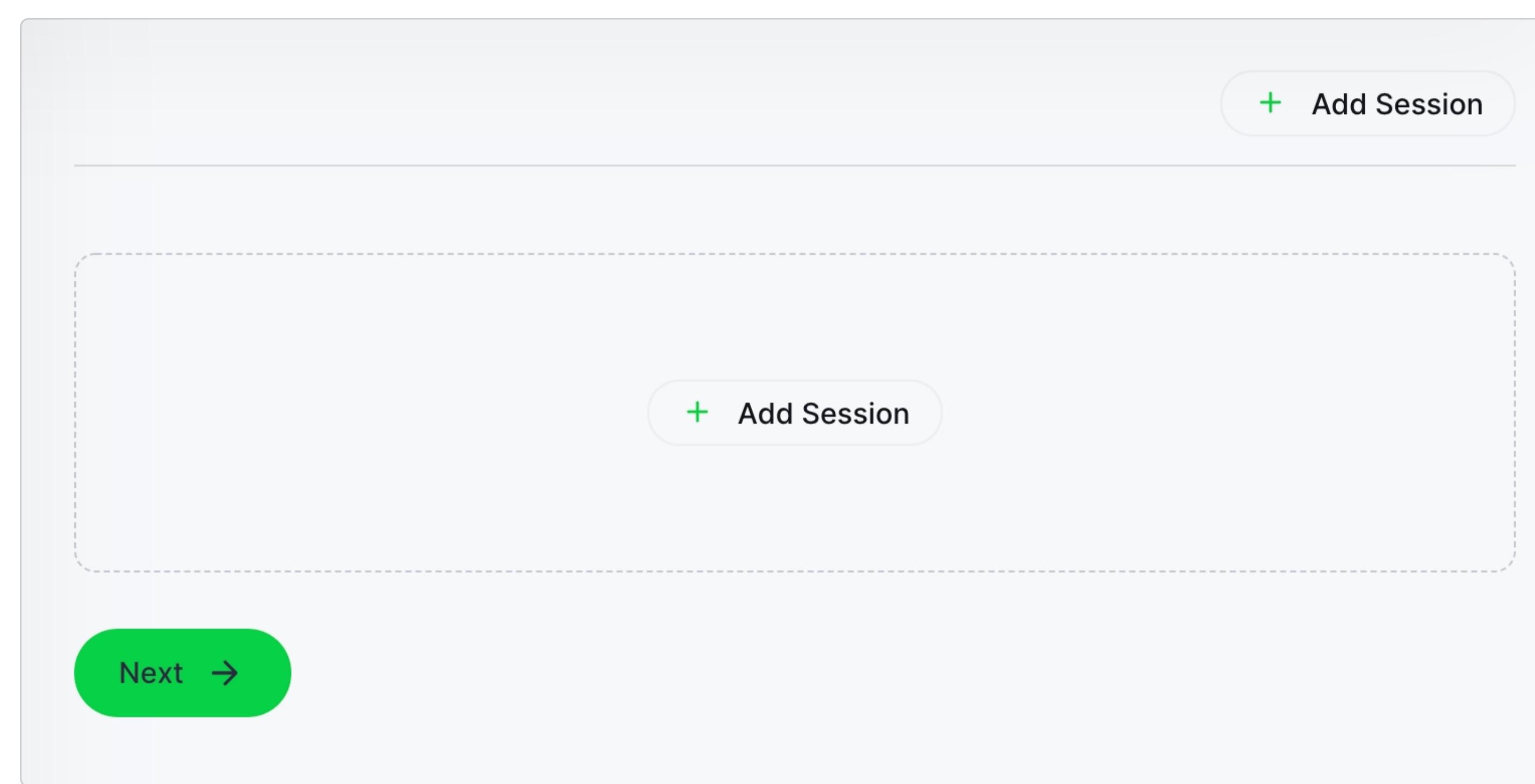
The event agenda section is where you begin to build the structure and content of your event. As the event doesn't have any content yet it will look like the below screen

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 Session

- Details
- Speakers
- Contents

SESSION TITLE*

START TIME* 13:00

END TIME* 14:00

Add a new session

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

Add a Session

- Details
- Speakers
- Contents

SESSION TITLE* Congratulations from our CEO

START TIME* 11:00

END TIME* 12:00

SESSION DESCRIPTION

Cathy will talk about the amazing year we have had at Jugo! the session will cover the many highlights and successes across the business.

Cathy will also talk about some of the plans for 2022 and beyond.

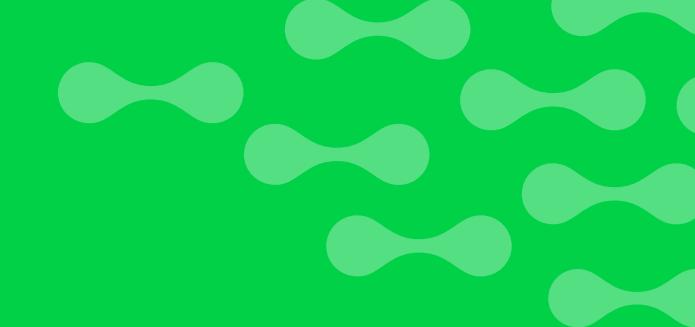
Questions & Answers

Allow attendees to ask questions, and allow the event team to answer throughout sessions

Chat

Enable public and private chat between attendees

Cancel Next



Adding and assigning speakers

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

Edit Session

X

Details **Speakers** Contents

Session Speakers

ASSIGN SPEAKER

+ Add 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.

X

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

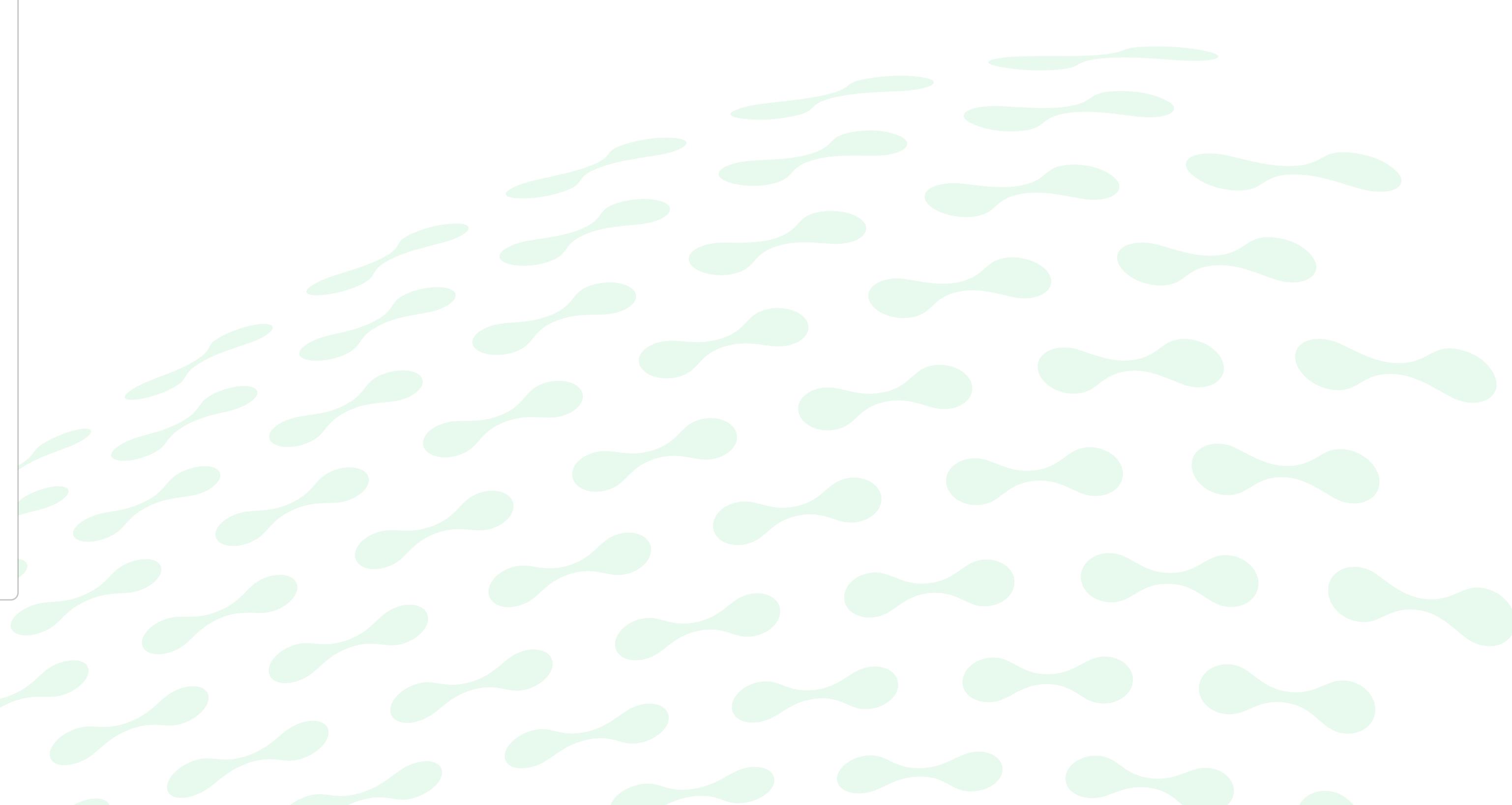
E-MAIL ADDRESS cathy.walters@jugo.com **PHONE NUMBER** 305 453 4568

(i) Highlight Speaker

Add →

i **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 X

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 X

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

11:00 - 12:00

Congratulations from our CEO

+ 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.