

# What is a portal?

A *portal* is a website that you set up to host multiple events, replays, and other content from a single link. With a portal, your visitors register one time and can attend any of the events on the portal. Reporting is similar to event reports, except the results include all events on the portal.

To create a portal, sign in to the Webcast Admin portal. At the top right of the **My Events** tab, click **Create New Portal**. Create the events first and then in portal setup, select the events you would like to include.

This article is an introduction to portals and provides some examples.

## Portal basics

Every portal includes a registration page and a list of events. You can include all types of events: Live, Simulated Live, and On-Demand (or replays). You can also host breakout sessions in any meeting app of your choice; just add the meeting URL.

You can choose from different layouts to set up the registration page. Similar to event setup, you can use branding to customize colors, add logos, add background images, and more. For the portal itself, there are several layouts for listing your events, as well as grouping options to organize the events.

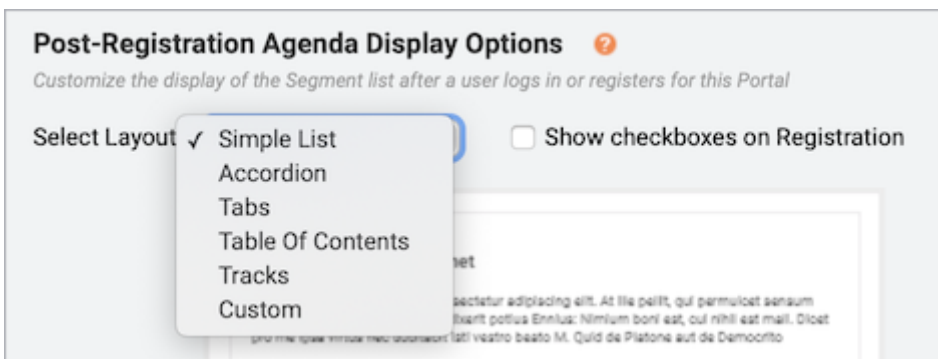
## Organize your events

On a portal, the list of events is called an *agenda* or schedule. Each event linked to the portal agenda is a *segment*.

- On the Portal Layout tab, choose how your portal will look once a visitor signs in.
- On the Manage Segments tab, select the events and breakout sessions to include on the portal agenda and sort them.

The portal sorts events by their scheduled date and time. Depending on the layout you select, you can use automatic grouping to further group events into tabs with their scheduled date or you can create your own custom *categories* (called *tracks*).

- The Simple List layout is just as it sounds - a list of events, sorted by date and time. For automatic grouping, select a different layout.
- The other layouts add visual elements like expandable accordions and tabs to group events. On the Manage Segments tab, create categories and assign events to them or group events automatically by date. The category names or dates display on the accordions, tabs, etc.
- Show checkboxes on Registration is available for Simple List and Custom layouts only. Select this option to allow viewers to select which events they would like to access.

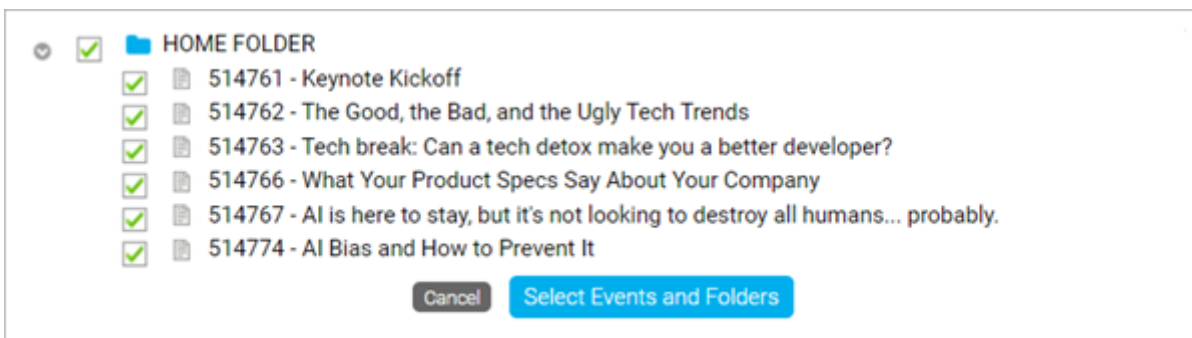


## Example 1 - Simple list of events

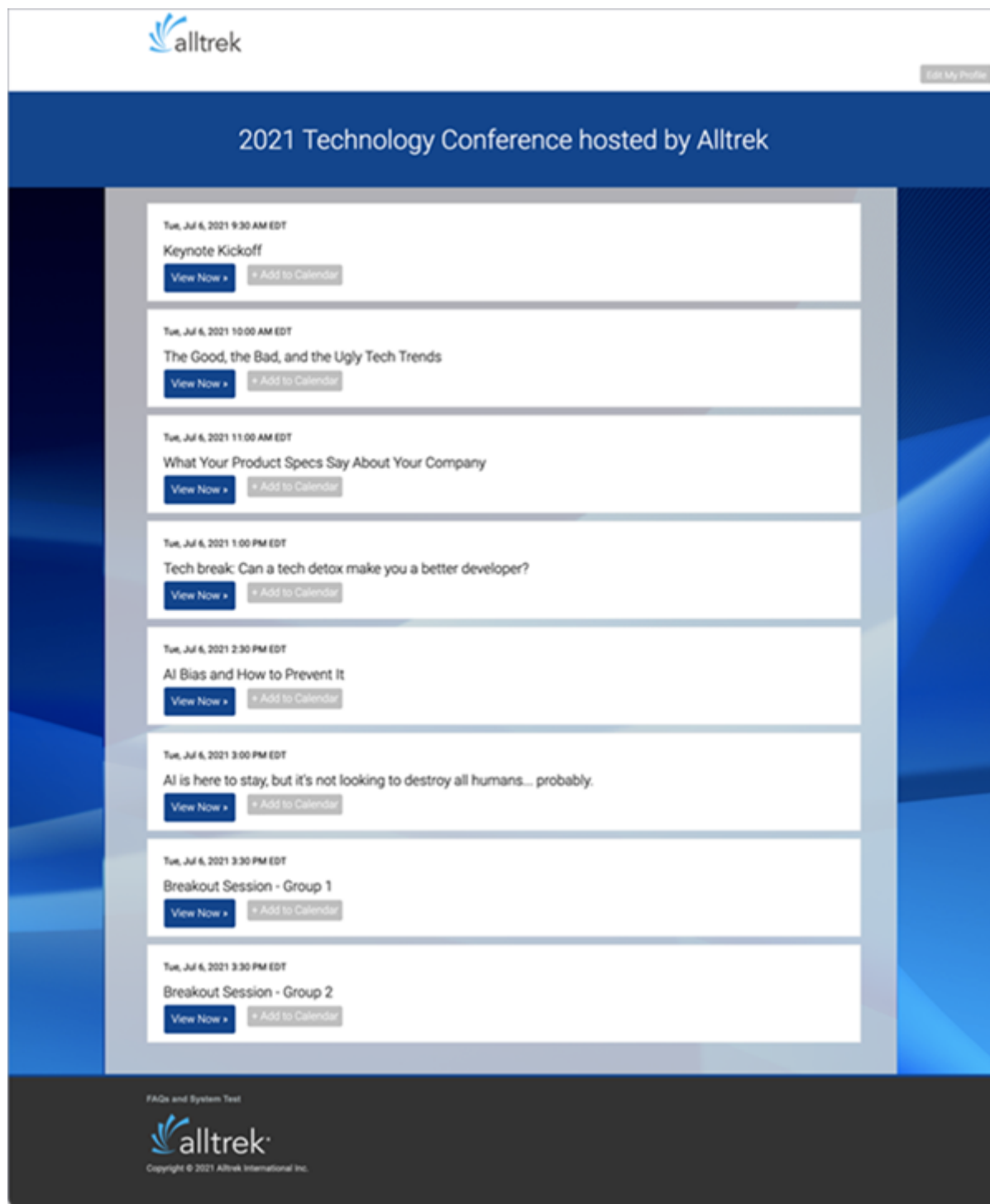
This example sets up a portal with six events and two breakout sessions for the same date, sorted by time.

- Layout: Simple List
- Automatic Grouping: None (not available with Simple Layout)
- Categories: None (not available with Simple Layout)

On the Manage Segments tab, click **Add Segments** and select the events to include.



The resulting portal looks like this.



## Example 2 - Events organized into tabs by date


This example sets up a portal with six events and two breakout sessions per date. They are grouped into tabs by their scheduled date. The portal displays the dates on the tabs.

- Layout: Tabs

- Automatic Grouping: Broadcast date tabs
- Categories: None

On the Manage Segments tab, click **Manage Categories** to access the automatic sorting options. You don't have to create any categories.

### Manage Categories




Automatic Grouping:

☐ None

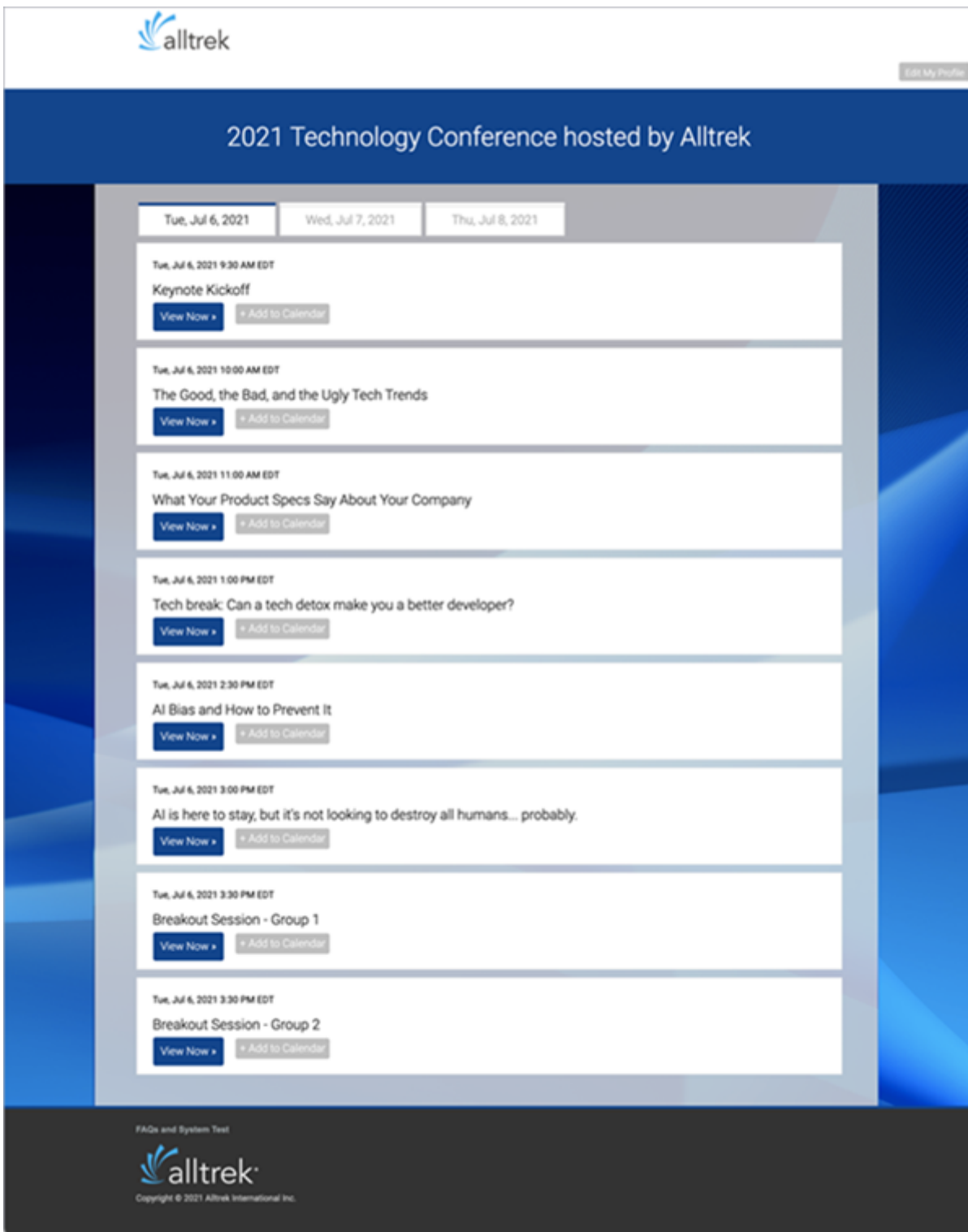
☐ Upcoming events category

☒ Broadcast date tabs: Prefix:  Date Format:

Order	Category ID	Display Name	Show	Remove
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The resulting portal looks like this.



## Example 3 - Events organized by categories (tracks)

This example sets up a portal with six events and two breakout sessions per date. They are grouped into three custom categories. The portal displays the category names on the tabs.

- Layout: Tabs

- Automatic Grouping: None
- Categories: Yes

On the Manage Segments tab, click **Manage Categories** to set up the categories. Then assign the events to the categories you created.

Manage Categories

New Category

Automatic Grouping:

☒ None

☐ Upcoming events category

☐ Broadcast date tabs: Prefix:  Date Format: Thu, Apr 8, 2021

Order	Category ID	Display Name	Show	Remove
1	Day1	Day 1: Trends	<div>ON</div>	<div></div>
2	Day2	Day 2: Cybersecurity	<div>ON</div>	<div></div>
3	Day3	Day 3: New Technologies	<div>ON</div>	<div></div>

Save

The resulting portal looks like this:

## 2021 Technology Conference hosted by Alltrek

[Day 1: Trends](#)[Day 2: Cybersecurity](#)[Day 3: New Technologies](#)

Tue, Jul 6, 2021 9:30 AM EDT

Keynote Kickoff

[View Now >](#)[+ Add to Calendar](#)

Tue, Jul 6, 2021 10:00 AM EDT

The Good, the Bad, and the Ugly Tech Trends

[View Now >](#)[+ Add to Calendar](#)

Tue, Jul 6, 2021 11:00 AM EDT

What Your Product Specs Say About Your Company

[View Now >](#)[+ Add to Calendar](#)

Tue, Jul 6, 2021 1:00 PM EDT

Tech break: Can a tech detox make you a better developer?

[View Now >](#)[+ Add to Calendar](#)

Tue, Jul 6, 2021 2:30 PM EDT

AI Bias and How to Prevent It

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Tue, Jul 6, 2021 3:00 PM EDT

AI is here to stay, but it's not looking to destroy all humans... probably.

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Tue, Jul 6, 2021 3:30 PM EDT

Breakout Session - Group 1

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Tue, Jul 6, 2021 3:30 PM EDT

Breakout Session - Group 2

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[FAQs and System Test](#)

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