

# Event Setup

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## **Quick start training (6 mins)**

Welcome to your webcast account! In this video you'll learn how to sign in to your account and use the Webcast Admin portal to schedule and set up an event, access the Live Studio to deliver your presentation, manage replays, and access reporting data.

## **Event Setup Training (26 mins)**

In this video, you'll learn how to set up an event from start to finish. We'll cover how to set up event registration, customize your landing page and event player, upload presentation materials, configure event security options, send event-related emails to registrants, and invite presenters to the event.

## **Simulated Live Training (9 mins)**

Simulated Live events allow you to broadcast pre-recorded events and Live event replays at a scheduled date and time. In this video, you'll learn how to set up and run your Simulated Live event, convert Live and On-Demand events into a Simulated Live event, and rebroadcast a Simulated Live event at a different date and time.

## **Survey Training (16 mins)**

Surveys are a great way to interact with your audience and keep viewers engaged. You can share results with viewers and review survey results after the event, in Reports. This video shows how to set up surveys, share them during the event, and automatically share them when the event ends.

## **Surveys- Attendance Survey Training (4 mins)**

Attendance surveys are a great way to keep attendees engaged during your event. This video provides an overview of the Attendance Survey feature, and shows how to set up a survey, send it to the audience, and view survey reports.

## **Surveys- In-event Survey Training (8 mins)**

In-event surveys are a great way to keep attendees engaged during your event through surveys, polls and quizzes. This video provides an overview of the In-event Survey feature, and shows how to set up a survey, send it to the audience, and view various survey reports.

## **Surveys- Post-event Survey Training (7 mins)**

Post-event surveys are a great solution to survey your attendees, or evaluate them with a short quiz or a test once your event is over. This video provides an overview of the Post-event Survey feature, and shows how to set up a survey, manage the survey, and view various survey reports.



## **Certification & Exam Training (9 mins)**

Test your viewers and provide PDF certificates to viewers who passed the exam. In this video, you'll learn how to set up a certification exam and view certification data in event reports.

## **Certification training- Duration-based certification (6 mins)**

Require attendees to watch the Live event for a duration you specify and automatically provide PDF certificates to attendees who meet the attendance criteria. In this video, you'll learn how to set up duration-based certification and the attendance criteria for your event, and view certification data in event reports.

## **Custom Certification Training (7 mins)**

Create and send custom certificates to attendees who passed the certification requirements. In this video, you'll learn how to edit a custom certificate template in Adobe Acrobat, add form fields, upload the template to the event, and test it.

## **Portal Training (12 mins)**

If you are hosting a series of related events, you can add them to a single landing page and allow your viewers to register once for all events. In this video, you'll learn how to create and customize your portal landing page, link events, and organize the events with different layout options. You'll also learn how to run portal reports.

## Enhanced Portal Training (4 mins)

Enhance your portal with interactive features. Turn on the Enhanced Portal feature to add downloadable resources, a chat for viewers to network between events, and a Q&A box where viewers can ask questions. You can also add custom tabs and include speaker details, a Twitter feed, or your own custom code.

## Template Training (5 mins)

Templates are a great way to streamline the event setup process. Using a template, you can set defaults for every part of the event setup process – registration and confirmation emails, event branding, content, security, and other preferences. When you create an event, all the template defaults are applied.