Event Manager Tips

- Before creating a user account, have the user's account information available, ensure that your organization has available licenses, and know what privileges to assign to the new user.
- When creating a user account, do not use these characters in the user's login, first, middle, or last name: * (asterisk), % (percent), + (plus), " (quote), or , (comma). The Centra Server strips out these characters.
- Your server license determines whether you are allowed to create Symposium and/or Conference sessions.
- If you chose a specific time when scheduling a session, the session automatically moves from a user's "Upcoming" tab to the "Past" tab on the user's Centra Live Home page when the time has passed.
- In the Enrollment Limit for a session, the Leader is included in the count and all members in a group are counted individually.
- To enroll more than one user or group at one time, select the users and/or groups by selecting the checkboxes next to their logins, or click Select All to select all users and groups on the page. Then click Enroll Selected.
- Only one user can be assigned to the Leader role at one time. If you assign the Leader role to another user, that person becomes the Leader.
- A Leader or Co-Presenter can also have the role of Recorder. More than one person can be the Recorder.
- More than one user can be assigned to the Remote Application Host or Co-Presenter roles.
- Use Guest Attend to enable one-time users to attend a session without being registered. To do this, select Allow guest attendees on the Manage Events page.

Education and Training

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Scheduling a Session
To schedule a Symposium or Conference session:
1. From your home page, click Manage Events.
2. Click New Event.
3. Type the session name in the Event name field.
4. Specify the Day and Time for the session to be held.
5. Select the Duration in Hours and Minutes for a specific time or Ongoing to make the session always available. (Ongoing does not allow capacity planning.)
6. Select a Timezone.
7. Specify the email address of a Contact who can answer questions about the session. By default, this is your name.
8. Optionally, select a Cost Center.
9. Type in a Description of the event. This description is displayed to users when they download the Centra client to enter the event.
10. In the Enrollment limit field, enter the number of users to allow in the session.
11. If your organization has more than one Centra Server, optionally select the Server to conduct the session.
12. Select a session type (depending on what is available): Symposium or Conference.
   Any user can schedule an eMeeting session from the Create Meeting page.
13. Select any of the following Session Options: Record event, Live video, Include live video in recording, Display number of participants (Conference events only), Welcome URL, and Logout URL.
14. Optionally select a Subject. To schedule a session with no structured content, select <None>.
   Note: Content Managers are responsible for uploading a Subject to the Centra Server. Refer to the Content Manager documentation for more information.
15. Determine which protocol to use to send the session content:
   ▶ HTTP (default).
   ▶ Centra Event Protocol (CEP).
16. Enter any of the following Event Options: Early attendance, Event Password, Public event (users can self-enroll from the Event List), Attendees must be registered users, and Attendees must be pre-enrolled (leave unchecked to allow guest attendees).
17. If using the telephone for audio, enter the phone number to join the teleconference and the access code in the Teleconference call # and Access code fields.
18. When done, do one of the following:
   ▶ Click Create to schedule the session on the selected server.
   ▶ Click Create & Edit Enrollment to schedule the session and enroll users.

Enrolling Users or Groups
1. From your home page, click Manage Events.
2. Locate the session in which to enroll users.
3. Click Edit enrollment associated with the session.
4. If necessary, click the Add To Enrollment tab.
5. Locate the name of the user or group of users that you want to enroll.
6. Click the Enroll link associated with the user or group.

Assigning Special Roles
When you schedule a Symposium or Conference session and enroll users, they are automatically enrolled as Participants. You can then assign a Leader, Recorder, Remote Host, or Co-Presenter (Conference only).
1. From your home page, click Manage Events.
2. Locate the session.
3. Click Edit enrollment.
4. If necessary, click the Current Enrollment tab.
5. Locate the individual to assign a special role for the session.
6. In the Leader, Recorder, Co-Presenter (Conference only), or Host columns, click No. (The field changes to Yes.)

Creating Groups
Use Groups to enroll and schedule multiple users at once for a session. Group names appear in italics. Users can belong to more than group.
1. From your home page, click Manage Events.
2. Click Add Group.
3. In the Group Name field, type a name for the group.
4. Do one of the following:
   ▶ Click Submit and Edit to add users to the group.
   ▶ Click Submit to add the group without adding users.
5. To add users to an existing group:
   1. From your home page, click Manage Users.
   2. Locate the group in which to add users.
   3. Click the Edit link associated with the group.
   4. Click the Add to Group tab, if necessary.
   5. Find the user to add to the group.
   6. Click Add associated with the user.

Distributing a Guest Attend URL
Click Manage Events, locate the session, click the Modify link associated with the session, and copy the Guest Attend URL in the Event Options area. Send the URL to guest users.