

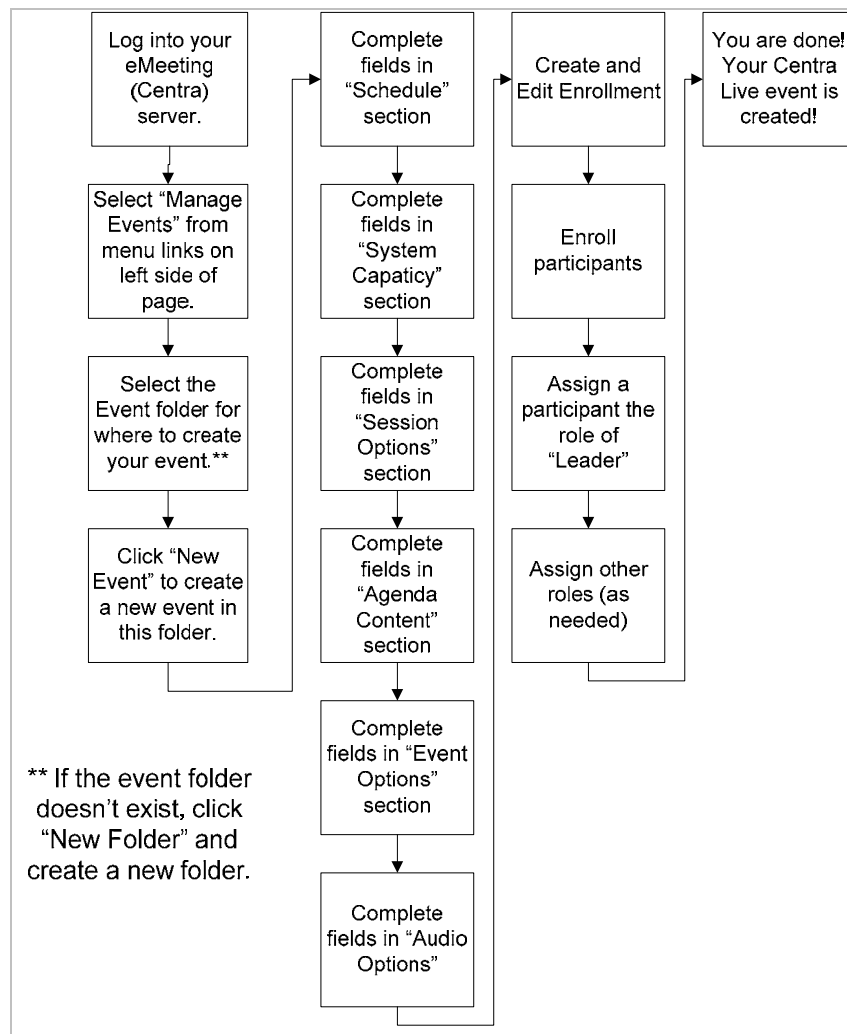


Centra Event Setup Checklist

Use this checklist to create your Centra Live (Symposium or Conference) event. The specific fields you will complete may vary according to your organization's business process. The fields below are available by default when creating a Centra Live event. The required fields are indicated in **bold**.

Workflow

This visual is of the typical workflow for creating a Centra Live event.



Schedule Section

These are the fields to complete in the "Schedule" section when creating an event. The fields in **bold** are required.

Field Name	What To Fill In	Example
Event Name	The name of the event	New Employee Training
Day	Select the date for the event (month/day/year)	April 21, 2007
Time	Select the starting time of the event in hours & minutes AM/PM format (this should be the exact starting time, not 30 minutes for people to log in, setup, etc.)	8:30AM
Time Zone	Select the time zone of the person creating the event (this will automatically adjust to the users time zones, if different from the one set when the event was created, when the user is invited to the event)	(GMT – 4:00) Eastern Time (US & Canada)
Duration	Select the length of time for the event. Select this in hours and minutes (15 minute increments). Or, select Ongoing (see your Centra Administrator to determine if you should use "Ongoing")	1 hour 30 minutes
Contact	Defaults to the name of the person creating the event. This should be the person to contact if the event needs to be moved, modified, etc.	jane.doe@company.com
Cost Center	If using this field, select a cost center from the drop down list.	210-15 Sales
Description	Enter a description so those who are looking at upcoming events will know the purpose. This is an optional field.	New Employee Training – for new company employees.

Schedule

Event Name:

Day: 02/19/07

Time: 10 : 30 AM

(GMT -06:00) Central America

Duration: Hours: 1 Minutes: 00 Ongoing

Contact:

Cost Center:

Description: (1500 character limit)

System Capacity

These are the fields to complete in the “System Capacity” section when creating a Centra Live event. The fields in **bold** are required.

Field Name	What To Fill In	Example
Enrollment Limit	The number of people, including the event leader, who will be attending the event.	20
Server	Auto-select is your only option.	Auto-select

System Capacity

Enrollment Limit: (Seats reserved)

Server:

Session Options Section

These are the fields to complete in the “Session Options” section when creating a Centra Live event. The fields in **bold** are required.

Field Name	What To Fill In	Example
Symposium or Conference	Select either a Symposium (virtual classroom types of events) or Conference (Webinar) .	Symposium
Record event	If you want to record this event, then put a checkmark in the box. When the event is launched click the <i>Begin</i> icon to start recording. If you don't want to record the event, don't put a checkmark in this box.	Yes to record event
Live video	If you want to have live video (leader and participants live web cams) then put a checkmark in this box. If you don't want to enable live video during the event, don't put a checkmark in this box. Note ... web cams are resource intensive; however, enabling live video doesn't mean you have to use it during the event.	Yes to live video
Include live video in recording	If you want to include live video in the recording, put a checkmark in this box. If you don't want to include live video in the recording, don't put a checkmark in this box. Note... this will increase the size of the recording.	No to include live video in recording
Display number of participants (Conference events only)	Determines if you want to show the participants as a number (10 responded yes, 2 responded no, etc.) or as a percentage (32% responded yes, 8% responded no, etc.). Note... this is only for Conference events.	No to show number of Conference participants
Welcome URL	Enter a website or other URL that will show in the Media Window when the participants enter the Live session.	www.vanderbilt.edu/~mysite

Field Name	What To Fill In	Example
Logout URL	Enter a website or other URL. When the participants exit the Live session, this URL will open for them.	www.vanderbilt.edu/~mysite2

Agenda Content Section

These are the fields to complete in the “Agenda Content” section when creating a Centra Live event. The fields in **bold** are required.

Field Name	What To Fill In	Example
Subject	Select from the drop down list the content (Subject – SAZ file) that should be associated with this event.	NewEmployeeTraining
Content Distribution	Select HTTP.	HTTP

Event Options Section

These are the fields to complete in the “Event Options” section when creating a Centra Live event.

Field Name	What To Fill In	Example
Early Attendance	How far in advance do you want users to attend this event? Your choices are: No Limit 30 minutes	15 minutes

Field Name	What To Fill In	Example
	15 minutes	
Event Password	If you want to require a password for someone to enroll in this event, enter one here. Note ... this will be required by the participant when they enroll in the event. It does not require them to enter the password when they attend the event. If you don't want to password secure registration, leave this field blank.	**no password entered**
Retype Password	Retype the password to ensure it is correct.	N/A
Public event	If you want the event to appear on the public calendar of events (so users can enroll in the event), then put a checkmark next to this option. If you want this event made "private" so it doesn't show on the public calendar, then don't put a checkmark in the box.	Yes to public event
Allow recording to be downloaded for offline viewing	If you want to make available an EXE of the recording (for offline viewing), select this box. Otherwise, the recording, if one is made for the event, will only be available via a streamed playback on the Centra server.	Yes to allow recording to be downloaded for offline viewing.
Attendees must be registered users	If you want to restrict the event enrollment to registered users only (and not allow guest users to attend) then put a checkmark in this box. Otherwise, you can invite participants via the Guest Attend URL.	No to restrict the event to only registered users
Attendees must be pre-enrolled	If you want to restrict users from attending "on the fly" or via the Guest Attend link, put a checkmark in the box. Otherwise, leave this blank and invite users via email from the session, Instant Messenger, or Guest Attend/Guest Playback links.	No to the attendees must be pre-enrolled

Event Options

Early Attendance:

Event Password:

Retype Password:

Public event (event will display on the public event list)

Allow recording to be downloaded for offline viewing

Attendees must be registered users

Attendees must be pre-enrolled

Audio Options Section

These are the fields to complete in the “Audio Options” section when creating a Centra Live event. The fields in **bold** are required.

Field Name	What To Fill In	Example
Audio Mode	Select what audio you will be using. Your choices are Voice Over Internet (VOIP), Telephone.	VOIP
Audio Codec	This will determine the quality of audio if using VOIP. Use the default if not sure.	Centra SC3 (less than 1KB/second)
Concurrent Speakers	Select the number of “open microphones” you want in the event. This can also be controlled and set once in the live event.	4 people
Phone Number 1: Phone Number 2: Access Code: Host Code:	If using a conference call for the audio, complete these fields with a reserved conference call line.	1-888-123-4567 9999 1111
Conference Call Profile	If recording via the Centra recorder, enter the profile set up for your conference call line. If not sure, ask your Centra System Administrator.	AT&T
Conference Call Instructions: (500 character limit)	These will display when the user enters the Centra Live event. This will tell them what to do when dialing in to the conference call.	You must enter your department code, so have that ready.

Enroll Users

Once these fields are complete, select the “Create and Edit Enrollment” button to enroll participants. From the next set of screens, select the users you want to enroll into the Centra Live event, and indicate on the “Current Enrollment” tab who should be the leader, co-presenter, etc. Once done selecting the leader for this Centra Live event, your event is created. You are done!

Create

Create & Edit Enrollment

Enrollment Limit: (Current enrollment: 2)

Current Enrollment

Add To Enrollment

Program Group First Name Last Name Email Address

[Email enrollees](#) using comma semicolon to separate email addresses.

<u>Program</u>	<u>Group</u>	<u>Username</u> ▼	<u>First Name</u>	<u>Last Name</u>	<u>Email Address</u>	<u>Leader</u>	<u>Recorder</u>	<u>Co-Presenter</u>	<u>Host</u>
<input type="checkbox"/>		asmith	Andrea	Smith	ras	No	No	No	No
<input type="checkbox"/>		shrglobal@aol.com	Stephen	Rhinesmith	shrglobal@aol.com	Yes	No	No	No