

Agenda Heading

Last Modified on 09/11/2019 1:31 am EDT

Headings are important to set up when you have multiple sessions going on at the same time. This way, you can show three or four side-by-side sessions at the same time, each with a different session listed.

The options for managing headings include:

- **Name** - the name of the heading.
 - **Date** - enter the date of the agenda item here.
 - **Start and End Time** - enter the start and end times here.
 - **Overview** - enter a short description here.
 - **Details** - enter a more detailed description here.
 - **Track** - select a track number. The session setup will also be assigned this track number, so sessions and functions will correctly appear as you have defined. You can also click on a track heading and edit the name and color as required.
 - **Options** - you can choose to NOT publish on the Online Agenda, but typically you will not check this box.
 - **Agenda Color** - you can define the Text and Background colors here.
 - **Comment** - strictly for organizer use, this is not published anywhere.
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