

Adding Agenda Items






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You can create or edit your Agenda using the drag-and-drop builder that's fully integrated across the entire EventsAir platform.

Your agenda can include general sessions, break-out sessions, functions, activities and general information. It can be published in various places, such as on your event's website, in Merge Docs and the Attendee App. When you make changes, they update instantly in the published locations.

Agenda Action Buttons

While Functions and Presentations will automatically populate much of your agenda, you may also want to manually add items, and modify colors, text, and the overall look and feel. The Action Buttons you can use in the Agenda panel are:

	<p>Agenda Builder – displays the drag and drop builder where you can assemble your agenda from a list of existing agenda and session items. You can also create new agenda items on the fly.</p> <p>Click here for more information on the Agenda Builder Option</p>
	<p>Agenda Heading Setup – lets you define agenda column headings, along with dates, times, and track information.</p> <p>Click here for more information on Agenda Heading Setup</p>
	<p>Function Setup – lets you create new Functions for your event.</p> <p>Click here for more information on Function Setup</p>
	<p>Session Setup – lets you create new Sessions for your event.</p> <p>Click here for more information on Session Setup</p>
	<p>Activity and Break Setup – lets you define new agenda activities and breaks for your event.</p> <p>Click here for more information on Activity and Break Setup</p>



Agenda Information Setup – lets you create new agenda information listings for your event.

[Click here](#) for more information on Agenda Information Setup
