

How do I set up EventsAir User Single Sign-On (SSO) for my team (other EventsAir users)?

Last Modified on 02/14/2025 5:25 am EST

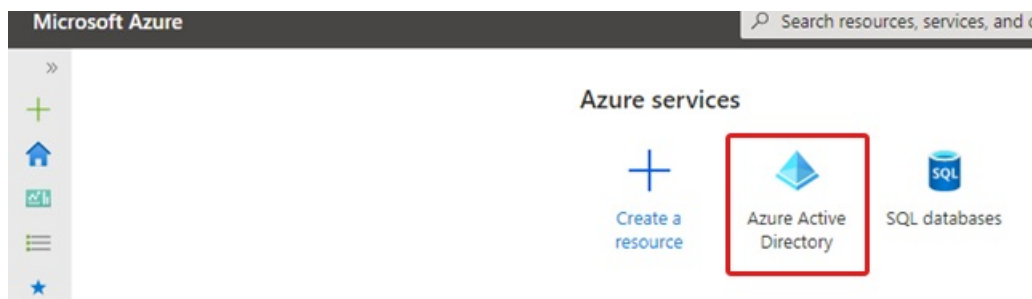
This article tells you how to set up EventsAir User Single Sign-On integration, for EventsAir users (not Attendees), who use a Microsoft Azure Active Directory (AD) account, so that when they're logged into your company's Azure AD account they can use single sign-on to log into EventsAir.

For information about using Attendee SSO (for attendees), please contact your Account Manager.

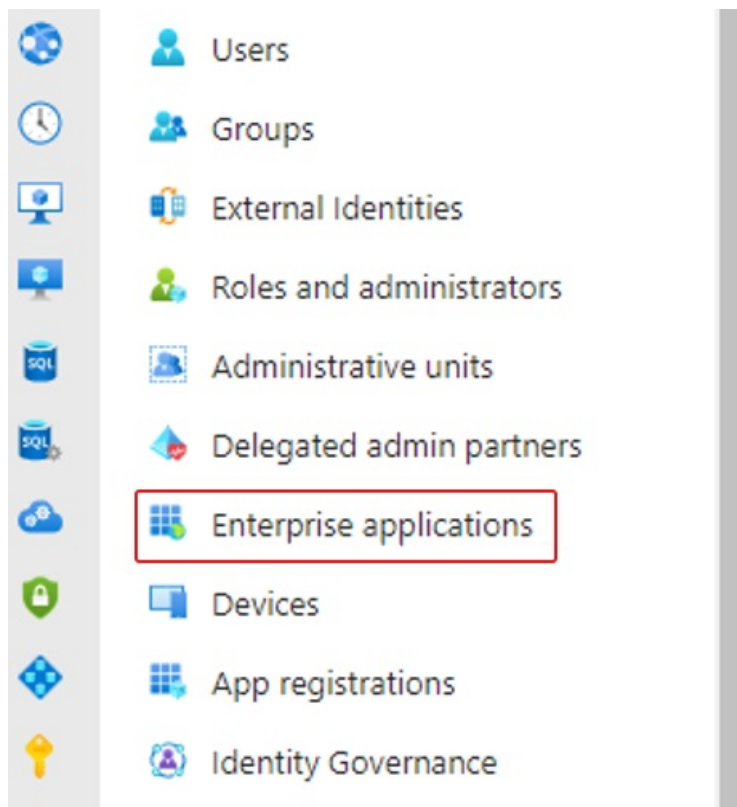
Create a new Enterprise Application in Azure

[if you already have Attendee SSO set up in Azure Directory, you can skip this step]

1. Log into your Microsoft Azure
2. Under Azure services, find Azure AD in the portal




3. You should be able to see Enterprise Application as an option on the left.



After selecting this option, click on the + icon at the top to add a new Enterprise Application. This will be the basis for your AD set up.

4. Click on **+Create your own application** and enter a unique name, such as alias-ss0 [where alias is your EventsAir unique alias].
Leave the bottom radio button [Non-gallery option] selected and click "Create". This may take a couple of minutes.

Create your own application

 Got feedback?

If you are developing your own application, using Application Proxy, or want to integrate an application that is not in the gallery, you can create your own application here.

What's the name of your app?



What are you looking to do with your application?

- Configure Application Proxy for secure remote access to an on-premises application
- Register an application to integrate with Azure AD (App you're developing)
- Integrate any other application you don't find in the gallery (Non-gallery)

5. Assign users/groups to the Enterprise App. (You'll need to have at least one user in your Azure AD)

6. Click on the second link under Overview, "**2. Set up single sign on**", Get Started.

7. Select SAML, and you should now see the below:

Set up Single Sign-On with SAML

An SSO implementation based on federation protocols improves security, reliability, and end user experiences and is easier to implement. Choose SAML single sign-on whenever possible for existing applications that do not use OpenID Connect or OAuth. [Learn more](#).

Read the [configuration guide](#) for help integrating alias-ssso.

- ### 1 Basic SAML Configuration Edit

Identifier (Entity ID)	Required
Reply URL (Assertion Consumer Service URL)	Required
Sign on URL	<i>Optional</i>
Relay State (Optional)	<i>Optional</i>
Logout Url (Optional)	<i>Optional</i>
- ### 2 Attributes & Claims

⚠ Fill out required fields in Step 1

givenname	user.givenname
surname	user.surname
emailaddress	user.mail
name	user.userprincipalname
Unique User Identifier	user.userprincipalname
- ### 3 SAML Certificates Edit

Token signing certificate		
Status	Active	
Thumbprint	F8A23	
Expiration	10/3/2027, 4:06:49 AM	
Notification Email	k.petrat@	
App Federation Metadata Url	https://login.microsoftonline.com/6bd11972-...	Download
Certificate (Base64)		Download

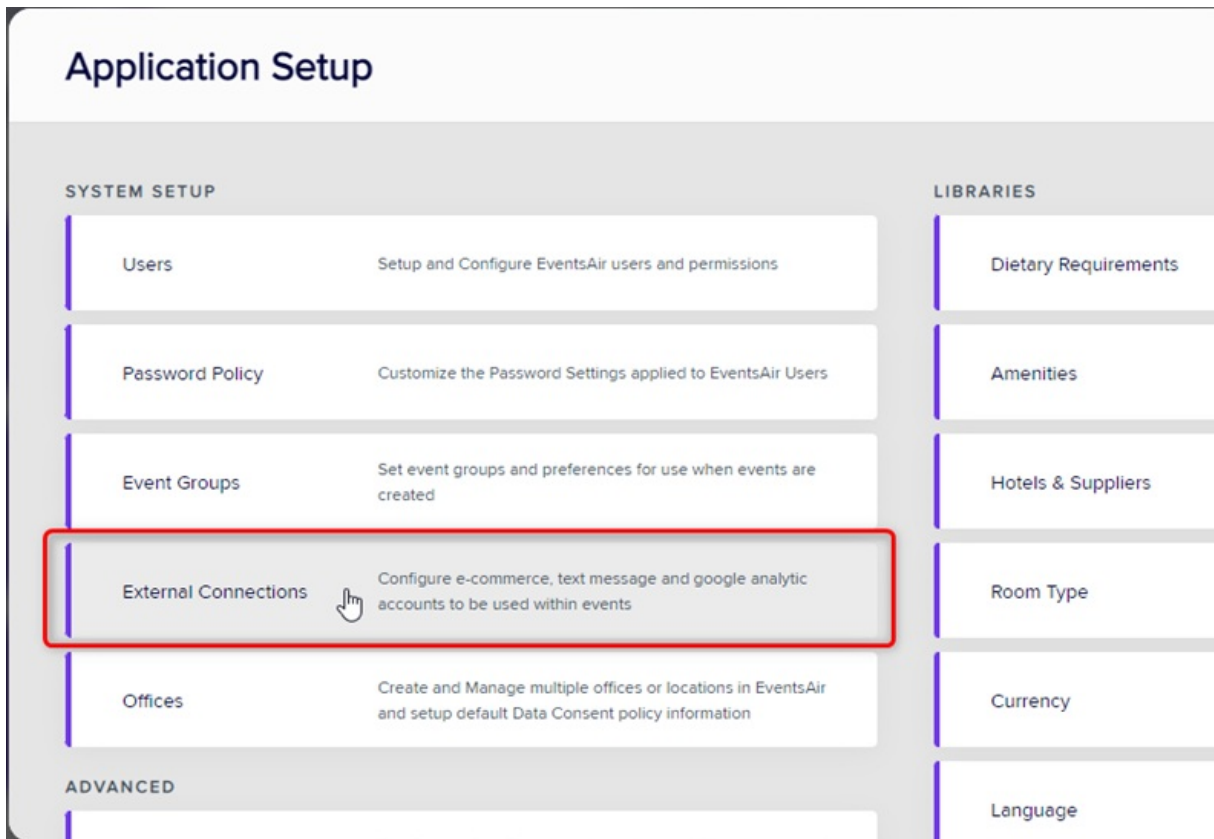
Set up the link between EventsAir and your Azure AD



Log into EventsAir, and keep the two screens (EventsAir and Azure AD) open side-by-side so you can copy information across.

8. In EventsAir, go to **Application Setup**

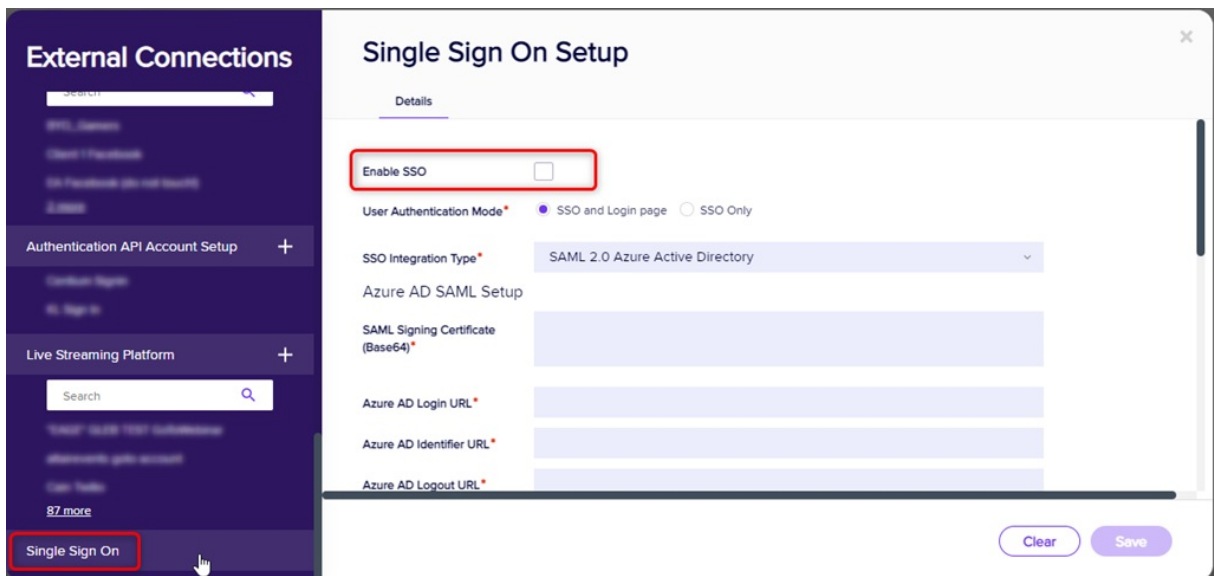
9. Select External Connections



10. Select EventsAir Single Sign-On from the left-hand menu and tick the checkbox for Enable SSO.

***IMPORTANT: FOR EVENTS AIR USER SSO SETUP, DO NOT SELECT "ATTENDEE SINGLE SIGN-ON" AT THIS STEP (IF YOU CAN SEE THAT OPTION).**

SCREENSHOT NEEDS TO BE UPDATED



Leave the User Authentication mode as **SSO and Login page**.

This allows EventsAir technical support and your Success Specialist to sign in and help as required within your

environment as needed.

When you create an EventsAir user from your own organization, you can set this to login via SSO only.

[If Attendee SSO is available to you and you already have it configured, instead of Steps 11–17 below, you'll instead copy the Azure credentials from Attendee SSO to EventsAir User SSO.]

11. Return to the Azure AD SAML set-up to fill in more details:

Go to **Box 1** and select **Edit**

Add your unique identifier (the one you entered earlier, e.g. alias-sso)

From the EventsAir SSO set-up, scroll down to **Reply URL** and copy the URL

Back in Azure AD SAML Box 1, paste the URL into the "Add reply URL" field

Click Save in Azure AD.

12. Still in Azure AD, jump to **box 3** and select **Edit**.

13. Click **+New Certificate**, then **Save** and close the window. This will generate a new certificate for you to download.

14. Return to the same Box 3 and now select the Download link, next to Certificate (Base 64).

When you open the downloaded Certificate file in Notepad, you should see something like the below. You need to copy **ONLY** the numbers and letters **BETWEEN** the "begin certificate" line and the "end certificate" line. [i.e. as shown highlighted in bold here]

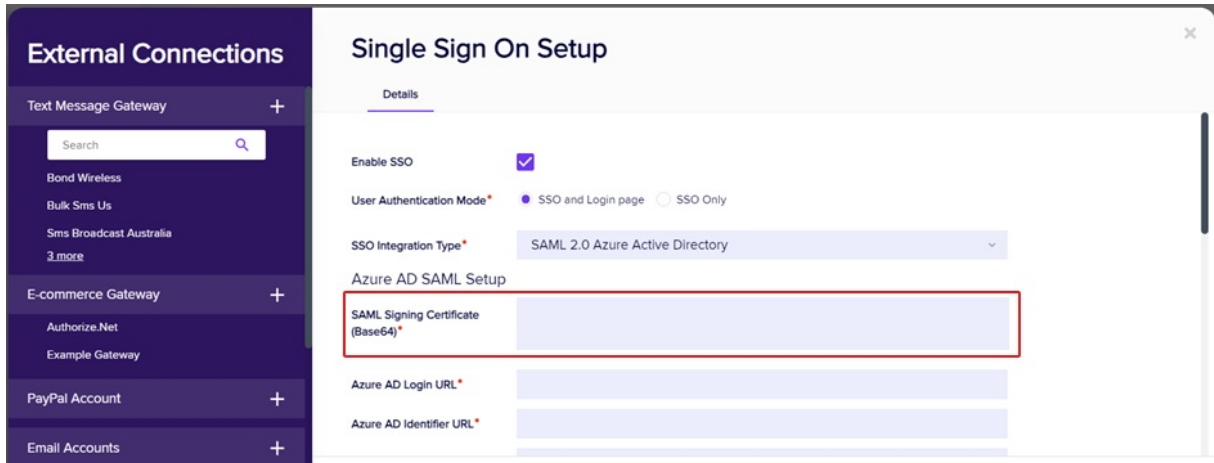
-----BEGIN CERTIFICATE-----

**T3VylG1pc3Npb24gaXMgc2ltcGxlOiB0byBoZWxwIGV2ZW50IHBSYW5uZXJzIGRlbiGIZXlGd
GhllFdpVybBpb0aGVpciBldmVudHMgd2l0aCB3b3JsZCdzIG1vc3QgcG93ZXJmdWwgZXZlbn
QgbWFuYWdlbWVudCBwbGF0Zm9ybS4KClIdIGRvIHROaXMgYnkgd29ya2luZyB3aXRoIGFuIG
FiYXppbmcgdGVhbSB0aGF0IHb1c2hlcyB0aGUgbGltXRzIG9mIHdoYXQncyBwb3NzaWJsZS
wgZXZlcnkgZGF5LiBpdXlGc3Rvcnkgc3RhcncRlZCBpbAOTkwLCB3aGVuIGVgZ3JvdXAgb2YgZ
XZlbnQgb3JnYW5pemVycyBhbmQgc29mdHdhcmUgZGV2ZWxvcGVycyBzZXQgb3V0IHRvIG
NoYWxsZW5nZSB0aGUgc3RhdHVzIHFlbyBhbmQgY3JlYXRlIHVuaXF1ZSBldmVudCB0ZWNN
obm9sb2d5IHNVbHV0aW9ucyB0aGF0IG1hZGUgdGhllGltcG9zc2libGUgYSByZWZsaXR5Lgo
KU2luY2UgdGhliwgd2UndmUgZGV2ZWxvcGVkIHNVbWUgb2YgdGhllGJpZ2dlc3QgaW5ub
3ZhdGlvbnMgaW4gZXZlbnQgbWFuYWdlbWVudCB0aXN0b3J5LgoKQW5kIGFsb25nIHRoZS
B3YXksiHdlJ3ZlIHByb3VkbHkgc3VwcGxpZWQgb3VylHRIY2hub2xvZ3kgdG8gc29tZSBvZiB
0aGUgbGFyZ2VzdCBldmVudHMgaW4gdGhllHdvcmxkLg**

-----END CERTIFICATE-----

15. Back in EventsAir, paste this into the box called **SAML Signing Certificate (Base64)**

SCREENSHOT NEEDS TO BE UPDATED



16. From Azure AD Box 4, copy the Login URL, Azure AD Identifier, and Logout URL. Paste each one into the equivalent field in EventsAir. It will look something like this:

Enable SSO

User Authentication Mode* SSO and Login page SSO Only

SSO Integration Type* SAML 2.0 Azure Active Directory

Azure AD SAML Setup

SAML Signing Certificate (Base64)*
 ZXZlcnkgZGF5LlBPdXlhc3Rvcnkgc3RhcncRIZCBpbAOTkwLCB3aGVuIGEG
 Z3JvdXAgb2YgZXZlbnQgb3JnYW5pemVycyBhbmQgc29mdHdhcmUgZGV
 2ZWxvcGVycyBzZXQgb3V0IHRvIGNoYWxsZW5nZSB0aGUgc3RhdHVzIHF1
 byBhbmQgY3JlYXRlIHVuaXF1ZSBldmVudCB0ZWNobm9sb2d5IHNVbHV0a
 W9ucyB0aGF0IG1hZGUgdGhllGltcG9zc2libGUGYsByZWFSaXR5LgoKU2luY
 2UgdGhIbiwgd2UndmUgZGV2ZWxvcGVkIHNVbWUgb2YgdGhllGJpZ2dlc3
 QgaW5ub3ZhdGlvbNMGaW4gZXZlbnQgbWFuYWdlbWVudCB0aXN0b3J5L
 goKQW5kIGFsb25nIHRoZSB3YXksIHdlJ3ZlIHByb3VkbHkgc3VwcGxpZWQ
 gb3VyIHRIY2hub2xvZ3kgdG8gc29tZSBvZiB0aGUgbGFyZ2VzdCBldmVudH
 MgaW4gdGhllHdvcmxkLg

Azure AD Login URL* https://login.microsoftonline.com/6bd11972-
 Azure AD Identifier URL* https://sts.windows.net/6bd11972-
 Azure AD Logout URL* https://login.microsoftonline.com/6bd11972-

Azure AD SAML User Attributes & Claim Tags

Unique User ID* http://schemas.xmlsoap.org/ws/2005/05/identity/claims/name

First Name* http://schemas.xmlsoap.org/ws/2005/05/identity/claims/givenname

Last Name* http://schemas.xmlsoap.org/ws/2005/05/identity/claims/surname

Email* http://schemas.xmlsoap.org/ws/2005/05/identity/claims/emailaddress

- From Azure AD Box 1, take the unique identifier (Entity ID) that you entered in Step 11, then look in EventsAir for the heading **Azure AD Enterprise Application Information Required**. There is a field called "Identifier" where you should paste the unique identifier/Entity ID.

Azure AD Enterprise Application Information Required

Identifier

alias-sso



- In EventsAir, save the SSO set up, and close the External Connections settings panel.

Set up a User with Single Sign-On

- Back in Application Setup, click Users.

20. To add a user who is provisioned in your Azure AD account, select whether you want **SSO Only and Login page** (using EventsAir User Name and Password) or **SSO Only**.

Authentication SSO and Login page SSO Only

SSO Unique User Identifier

Ensure the user name as displayed in Azure AD is entered into the SSO Unique User Identifier box.

21. Any users who are already provisioned in your Azure AD who also had a user account in EventsAir before you set all this up will need to be updated.

New users who will be accessing EventsAir also need to be added. If not, and they try to access EventsAir via Single Sign-on, they'll get a notification advising them that their account needs to be configured in EventsAir first. (This also triggers an email to your Administrators advising that a new user needs to be provisioned. You can decide who these Administrators should be in your SSO set up, as shown below.)

EventsAir User Provisioning

Send Provisioning Request Email To All EventsAir Administrators Specified EventsAir Administrators

Select Users

Once the Administrator creates this user in the EventsAir user list, they should let the user know that EventsAir User SSO login is now available to them.
