

How do I get a presenter or moderator view for a session?

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HOW-TO:

📌 When you have external presenters or moderators:

In Setup panel

1. Find Presentations module
2. Under Session Role, add “Presenter” (or “Moderator”)

📌 There are also some optional check-boxes (but you can leave them blank)

Include this role in Online Agenda/OnAIR

(if ticked, their name will appear in session information, e.g. in the Agenda & OnAIR portal)

AIRCast Studio Host

(if ticked, they will have full hosting rights and see the Host view in AIRCast Studio)

3. Save

Then in Agenda Panel

4. Select the correct session in your Agenda
5. Under “Session Setup”, choose the Roles tab
6. You can add a new contact or choose an existing contact to be the Presenter (or Moderator)
7. Select the correct role
8. Save

📌 ___Alternate method — AIRCast only___

When you want your own team member to act as a moderator/presenter (more like a second host):

In Online Panel

1. Under Apps, select OnAir Virtual Event Portal
2. Choose Sessions

3. Scroll down to AIRCast Sessions
 4. Under Admin Hosts, choose Add Existing Contact
 5. Select the Presenter (or Moderator) contact
 6. Save
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