Scheduling a Session

With Training Center, you can customize the way your session is viewed and accessed. When scheduling a session, you can accept the default settings or modify options for your session.

Topic & Access Information

Topic: Enter a name for your training session. (Required)

Set/Confirm session password: Create and re-enter a password for all participants to use to access the session. (Required)

Choose a listing status:

- **Listed for all**
- **Listed for authorized users only**
- **Unlisted** (Attendees must enter the session number and password or click the link in their invitation email.)

Select optional check boxes:

- **This session will have over 500 attendees** (Certain features will be disabled if you select and confirm this option with the subsequent dialog box.)
- **Automatically delete session after it ends**

Complete additional fields: Depending on your site settings, your scheduling page may include any/all of the following additional fields:

- **Session type**
- **Tracking Codes**
- **Session fee and payment**

Teleconference

Teleconference options allow you to specify the way you will communicate with your attendees.

WebEx teleconferencing service:

Toll: or **Toll-free:** Unless your site administrator has disabled this option, select one to indicate whether attendees or the host organization will incur the cost of the call.

Allow access to teleconference via global call-in numbers: (Optional) If selected, attendees will be presented with a list of international call-in numbers.

Attendees call in: Attendees access an integrated teleconference by calling a phone number displayed when they join the session.

Attendees receive call back: Attendees access the integrated teleconferencing system by providing their phone numbers and answering return calls from the teleconferencing service. Call-in is still available.

Note: The call back system can only reach attendees with a direct phone line. Attendees that require additional entries, such as an extension number, must call-in.

Estimated number of callers: Enter an anticipated number of participants who will connect to the teleconference. Integrated WebEx teleconferencing supports up to 500 callers.

Teleconferencing Service: Select this option to select or create a WebEx Personal Conference Number account that you can reuse for subsequent sessions.

Other teleconference service: Enter information, such as a phone number and pass code required by your third-party service, so participants can connect to alternative teleconferencing.

None: The session does not include an integrated or alternative teleconference service. Use this option if you plan to call your participants directly or will use only VoIP.

Integrated VoIP: Select if you want to allow participants to communicate via VoIP. Participants with a sound card, microphone, and speakers attached to their computers can communicate without using a telephone. Up to 1,000 VoIP users can connect to a session, and up to 7 may be active speakers at one time.

Note: Although you can enable a teleconferencing service and VoIP for the same session, attendees can only communicate with others using the same system.

Date & Time

Starting time: Select the month, day, year, hour, and minute at which you want the training session to start.

Select optional check boxes:

- **Attendees can join** [select from drop-down list] **minutes before the start time**
- **Attendees can also connect to WebEx teleconference**

Occurrence: Select *one*: **Single-session class**, **Recurring single-session class**, **Multiple-session course**, or **Schedule irregular sessions**.

Time zone: Defaults to the time zone of your profile. The email notification system specifies your time zone.

Estimated duration: Specify your estimated duration.

Registration

Require attendee registration: (Optional) Select to require attendees to register prior to joining the session. This allows you to view a list of attendees, collect attendee information, and accept or reject individual registration requests.

Note: If you choose to require attendee registration, additional fields will display, including password, maximum registrations, waitlist and cancellation options.

Automatically approve all registration requests: (Optional) If you require registration, you may also have Training Center automatically approve requests.

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Attendees and Presenters

Enter attendee contact details or select them from an address book saved on your WebEx site.

To Add Attendees:

1. Click **Invite Attendees.**
2. Add contacts to the *Attendees to Invite* list:
   - To add a new contact:
     1. Type the attendee's **Full name**, **Email address**, and **Phone number.** (To add the attendee to your address book, select the *Add new attendee to my address book* check box.)
     2. Click **Add Attendee**.
   - To add a contact from an address book:
     1. Click **Select Contacts**
     2. Select attendees from your address book.
     3. Click **Add Attendee**.
3. When the list is complete, click **OK**.

To Add Presenters:

1. Click **Invite Presenters.**
2. Refer to the directions above for adding attendees; follow the same steps for adding presenter contact information.

Session Options

1. To select or change session options, click **Edit Options**.
2. Select appropriate settings for attendee privileges, security, UCF usage, and other options.
3. Click **Save**. *These features will be enabled when you start your meeting.*
4. To "drop off" attendees at a specified URL after the training session, type the URL address in the **Destination address (URL) after session** box.
5. Choose an **Entry and exit tone** from the drop-down list.
6. To create a pop-up message or greeting to appear when attendees join your session, select **Customize greeting message when attendee joins**.
7. Enter a message in the **Message** box and click **OK**.

Email Options

1. Click **Edit Email Options**.
2. Select the types of email messages that you want to send when certain events occur.You can also click the title of the email to modify the content.

Invitations

- Invitation to Join a Training Session
- Invitation to a Training Session in Progress
- Invitation to Register for a Training Session

Updates

- Training Session Rescheduled
- Updated Information to Join a Training Session
- Updated Information to Register for a Training Session
- Training Session Cancelled

Registrations

- Registration Notification to Host
- Attendee Registration Pending
- Attendee Registration Confirmed
- Attendee Registration Rejected

Reminder

- Training Session Reminder emails to: **Attendees**, **Presenters**, **Host**
- Notification to Host Upon Attendee Joining a Session

3. When finished with selections and/or modifications, click **Update**.

Session Information and Materials

Agenda: Enter the session agenda in this text box.

Description: Enter a description of the session in this text box.

Graphics: You can add a single graphics file to be displayed on the Session Information page. Click **Import Picture...** and select the GIF or JPEG graphic file you want to import.

Display Quick Start: Check to display Quick Start information for the main and/or breakout session(s).

Course Material: To upload materials you want attendees to read before the class or have at the ready when the session begins, click **Add Course Material** and upload or select previously uploaded files you want to make available.

Tests: You can add a test to a session for delivery before, during, or after the session.

- To add a test that you have already created and saved in the Test Library, click **Add New Test**.
- To create a test, or to import from a polling questionnaire, schedule the session first. On the confirmation page that appears, select **Add a Test**.

Save and Schedule

Save As Template: (Optional) Click to save this session's options for future use.

Select *one* of the following actions:

- **Schedule:** To schedule the session and send email invitations.
- **Start Session:** To begin the session immediately and send email invitations.