Before creating a user account, have the user's account information available, ensure that your organization has available licenses, and know what privileges to assign the new user.

When creating a user account, do NOT use these characters in the user's login, first, middle, or last name: * (asterisk), % (percent), + (plus), " (quote), and , (comma). The Centra Server will strip out these characters.

Your server license determines if you are allowed to create Symposium and/or Conference sessions.

If you chose a specific time when scheduling a session, the session will automatically move from the users' "Upcoming" to "Past" tabs on their Centra 7 Home page when the time has passed.

When setting the Enrollment Limit for a session, the Leader is included in the count and all members in a group are counted individually.

To enroll multiple users or groups at once, select the users and/or groups by selecting the checkboxes next to their logins or click Select All to select all users and groups on the page. Then click Enroll Selected.

Only one user can be assigned to the Leader role at a time. If you assign the Leader role to another user, that person becomes the Leader.

A Leader or Co-Presenter can also have the role of Recorder. More than one person can be assigned to be the Recorder.

Multiple users can be assigned to the Remote Application Host or Co-Presenter (Conference only, up to four) roles.

Use Guest Attend to allow one-time users to directly attend a session. Allow guest attendees must be selected on the Manage Events page.

Event Managers schedule and manage sessions on the Centra Server.

Use this Event Manager Quick Reference Card to create a user account, schedule a session, enroll users in a session, assign session roles, and create a group. You may want to keep this card nearby for reference as you work with Centra products.

Where to Get More Information

For more information, refer to:

- The Event Manager area of Centra Online Help, accessible from the Centra Home page.

Creating a New User Account

To manage users and events, the user must have appropriate Centra 7 privileges. The user must also be connected to a Centra 7 server.

1. From your home page, click Manage Users.
2. Click Add User.
3. Type in the user’s Login.
4. In the Password field, type a password. Re-enter the password for verification in the Retype Password field.
5. Type the user’s first and last name in the First name and Last name fields.
6. In the Email field, type the user’s email address.
7. In the Display name field, type the user’s preferred name to appear in the Centra interface.
8. In the Meeting Capacity field, type the number of attendees the user can have in a meeting. (This field only appears if you have eMeeting.)
9. Optionally, enter Phone, Employee ID, Title, Affiliation, and Language.
10. Optionally, select the group(s) to which the user should be assigned.
11. Click Add.
Scheduling a Session

To schedule a Symposium or Conference session:

1. From your home page, click Manage Events.
2. Click Create Event.
3. Type the session name in the Event name field.
4. Specify the Day and Time for the session to be held.
5. Select the Duration in Hours and Minutes for a specific time or Ongoing to have the session always available. (Ongoing does not allow capacity planning.)
6. Optionally, select a Cost Center and Timezone.
7. Type in the Contact for the session. By default, this is your name.
8. Type the number of users to allow in the session in the Enrollment limit field.
9. If your organization has more than one Centra Server, optionally select the Server to conduct the session.
10. Select a session type (depending on what is available): Symposium or Conference.
    Any user can schedule an eMeeting session from the Create Meeting page.
11. Select any of the following Session Options: Record event, Live video, Display number of participants (Conference events only), Allow personal recording (CKOS), Allow download playback, Welcome URL, and Logout URL.
12. Optionally select a Subject. To schedule a session with no structured content, select <None>.
    Note: Content Managers are responsible for uploading a Subject to the Centra Server. Refer to Content Manager documentation for more information.
13. Determine which protocol to use to send the session content:
    - HTTP (default).
    - Centra Event Protocol (CEP).
14. Enter any of the following Event Options: Password, Public event (users can self-enroll from the Event List), and Allow guest attendees.
15. If using the telephone for audio, enter the phone number to join the teleconference and the access code in the Teleconference call # and Access code fields.
16. When done, do one of the following:
    - Click Create to schedule the session on the selected server.
    - Click Create & Edit Enrollment to enroll users in the session.

Locating a Guest Attend URL

Click Manage Events, locate the session, click Modify associated with the session, and copy the Guest Attend URL in the Event Options area. Send the URL to guest users.