KAUST IT Guide to: KAUST Events

Quick Start Guide for Event Organizers



KAUST Events

Before using KAUST Events

- Before using KAUST Events, ensure that a Team and its Members have been set up for you on the Webex Events Platform. If you need to request this setup, you can reach out to the KAUST IT Service Desk:
 - Dial 910 or 012-8080910
 - KAUST IT Website using VITA our chatbot
 - Log a ticket via the **self-service** portal
 - Visit the IT Service Desk at Building 14, Level 2



KAUST Events

1. Login to Webex Events:

- a. Navigate to https://platform.socio.events/login
- b. Enter your KAUST email address and click continue
- c. Enter your username and password to login, single sign-on

2. Create an Event:

- a. From the My Events page click Create Event
- **b.** Add the details about your event in the Basics page and click Save & Continue when you're done

Event Name - Enter the name you and your attendees use to refer to this event. You can also set a unique Event Title when you configure the Registration, Onsite, and Event App products within your Event.

What type of event are you planning? - This field helps us understand how you and others like you are using Webex Events so we can better serve you.

How many attendees are you expecting? - This field helps us measure adoption of your Event and predict load on our servers.

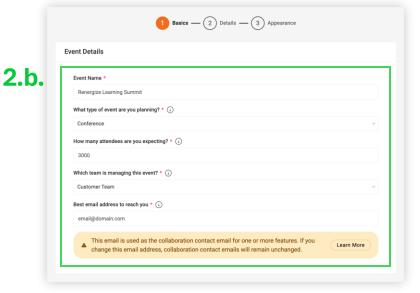
Which team is managing this event? - Select the team whose members will apply credits to and manage products in this Event.

Best email address to reach you - This email address lets Webex Events personnel contact you about your event if necessary.



Log in or sign up for an organizer account Enter your email to get started

1.b. Email Continue





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c. On the **Details** page, <u>choose</u> your event type, venue location (if applicable), this includes other details such as dates and times. Click **Save & Continue** once completed.

Pick an Event Type - Select the option that best describes how people will attend your event.

Event Location - The Event Location section appears if you select either 'In Person' or 'Hybrid' as the event type. Search for the event venue using the embedded Google Maps search bar.

Event Date & Time - Select the start and end dates and times for your event.

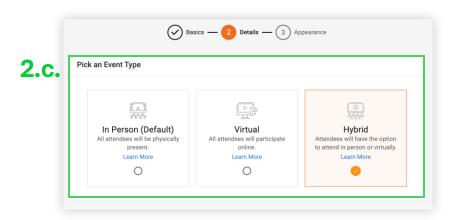
d. On the **Appearance** page, <u>select</u> the default theme color, dark mode settings, and logo to be used throughout all activated product for your Event.

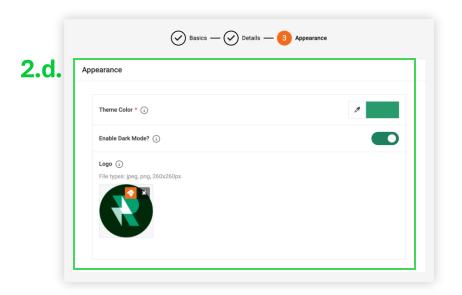
Theme Color - Select a color that complements your brand.

Dark Mode - Activate the toggle to display the Web App and Registration page in dark mode.

Logo - The logo appears in each Webex Events product you activate in your Event.

d. When you're done, <u>click</u> Create Event. This takes you to the <u>Event</u> Overview page, where you may activate, manage products and review information for your event





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For additional guidelines and support, please visit:

- Online Help Center: https://help.socio.events/en/
- Webex Events Academy: https://academy.webex.com/pages/59/webex-events