

# 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

# KAUST Events

## 1. Login to Webex Events:

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

## 2. Create an Event:

- From the My Events page click Create Event
- 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.

A screenshot of the Webex Events login page. The "Email" input field is highlighted with a green rectangular box. Below the input field is a grey "Continue" button.

2.b.

A screenshot of the "Event Details" form in the Webex Events interface. The "Basics" tab is selected, indicated by a red circle with the number 1. The form fields are highlighted with a green rectangular box. The fields include: "Event Name" (text input), "What type of event are you planning?" (dropdown menu), "How many attendees are you expecting?" (text input), "Which team is managing this event?" (dropdown menu), and "Best email address to reach you" (text input). A yellow warning box at the bottom states: "This email is used as the collaboration contact email for one or more features. If you change this email address, collaboration contact emails will remain unchanged." with a "Learn More" link.

# KAUST Events

- c. On the **Details** page, choose 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, select 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, click Create Event. This takes you to the Event Overview page, where you may activate, manage products and review information for your event

2.c.

The screenshot shows the 'Pick an Event Type' section of the KAUST Events setup interface. At the top, there are three tabs: 'Basics' (checked), 'Details' (active, highlighted with a red circle), and 'Appearance' (3). Below the tabs, the 'Pick an Event Type' section contains three options: 'In Person (Default)' with a description 'All attendees will be physically present.' and a 'Learn More' link; 'Virtual' with a description 'All attendees will participate online.' and a 'Learn More' link; and 'Hybrid' with a description 'Attendees will have the option to attend in person or virtually.' and a 'Learn More' link. The 'Hybrid' option is selected, indicated by an orange border and an orange circle with a checkmark.

2.d.

The screenshot shows the 'Appearance' section of the KAUST Events setup interface. At the top, there are three tabs: 'Basics' (checked), 'Details' (checked), and 'Appearance' (active, highlighted with a red circle). Below the tabs, the 'Appearance' section contains three settings: 'Theme Color' with a color picker showing a green color; 'Enable Dark Mode?' with a toggle switch that is turned on; and 'Logo' with a file upload area showing a green logo with a white 'X' and a red plus sign. The file types are listed as 'jpeg, png, 260x260px'.

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>