

How to Use Multitokens in LiveWebinar



What are multitokens?

Multitokens are a feature of the LiveWebinar platform that works to secure multiple rooms or events with only one token password. This means that the user will receive a single token from the platform that is valid for many rooms. This feature is especially useful when organizing multiple meetings or a series of webinars because it prevents the need of sending participants more than one token.

This function can be especially useful in situations like:

- During the organization of i.e. a series of online courses. A participant who receives a token will be able to enter all the rooms in which the courses will be going on.
- While leading a series of paid webinars on a specific topic. Thanks to the multitoken option, the user only needs to purchase one token which will grant them access to all the webinars in the series.
- When virtual summits, trade shows or conferences will be organized, a user with a multitoken will have access to all rooms or meetings, giving them the opportunity to meet with all vendors, hosts, and other webinar leaders.

What is a token?

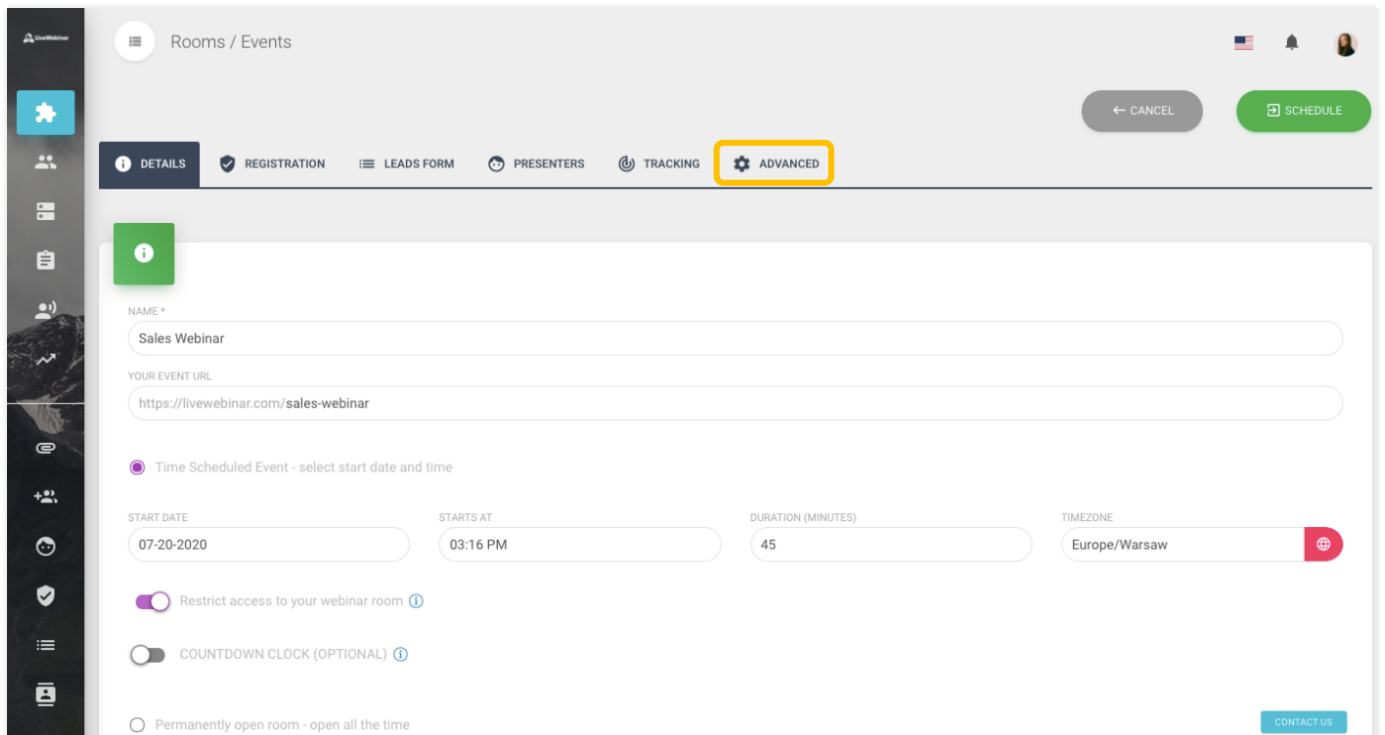
An access token is essentially a key, encrypted proof to the right of access – a type of authorizing password. When a given attendee receives an access token, they are the only person who can make use of it, as it is their personal “key” to the webinar room.

In LiveWebinar, tokens are to consist of a six-symbol password that is made up of letters and numbers (for example, ABCGFE1). In order to log on safely, the token is to be used when entering a webinar room.

How to use multitokens:

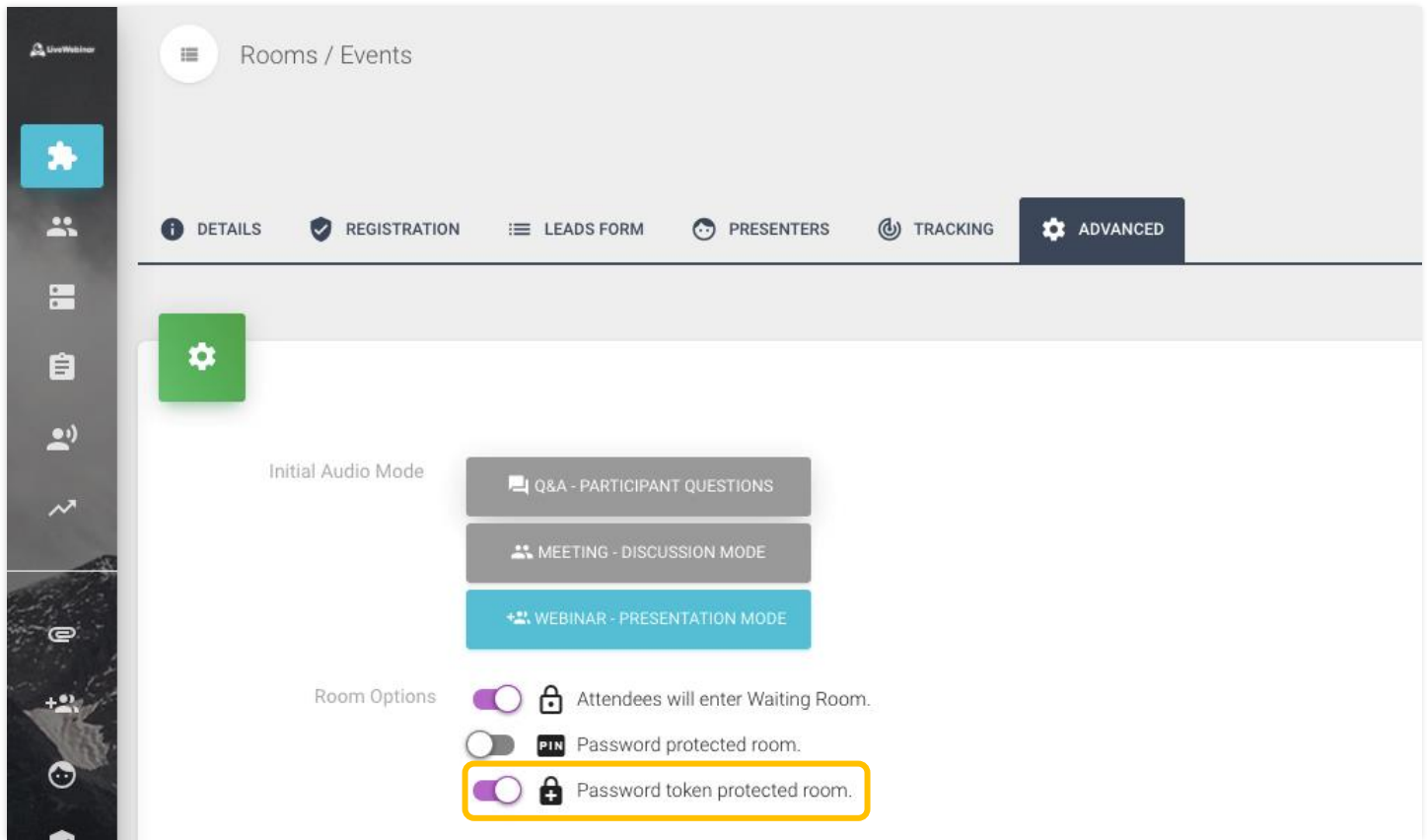
To make use of the multitoken function, follow these steps:

1. Log into your LiveWebinar account and click **“Plan an Event”**.
2. Next, give your event a name, add presenters and any necessary forms. After that’s done, go to the **“Advanced”** section.

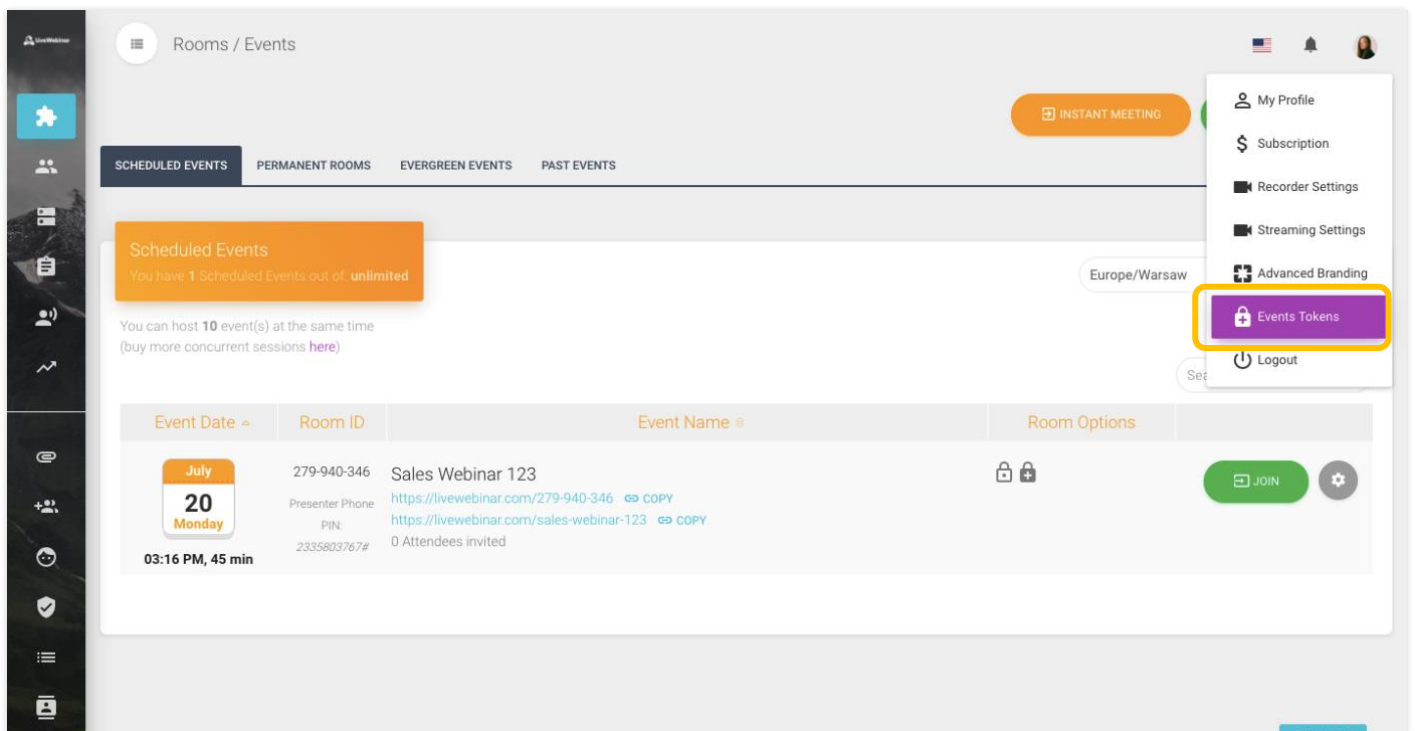


The screenshot shows the 'Advanced' settings page for a webinar event. The page is titled 'Rooms / Events' and has a navigation bar with tabs for 'DETAILS', 'REGISTRATION', 'LEADS FORM', 'PRESENTERS', 'TRACKING', and 'ADVANCED'. The 'ADVANCED' tab is highlighted with a yellow box. The main content area includes a green information icon, a 'NAME' field with the value 'Sales Webinar', and a 'YOUR EVENT URL' field with the value 'https://livewebinar.com/sales-webinar'. Below these fields, there are radio buttons for 'Time Scheduled Event - select start date and time' (selected) and 'Permanently open room - open all the time'. The 'Time Scheduled Event' section includes fields for 'START DATE' (07-20-2020), 'STARTS AT' (03:16 PM), 'DURATION (MINUTES)' (45), and 'TIMEZONE' (Europe/Warsaw). There are also toggle switches for 'Restrict access to your webinar room' (checked) and 'COUNTDOWN CLOCK (OPTIONAL)' (unchecked). A 'CONTACT US' button is located at the bottom right of the form.

3. Select the option **“Password token protected room”**.



4. Plan your event(s) and go to the “**Rooms/Events**” tab. Open your profile menu and select “**Events Tokens**”.



5. Here you can edit your tokens, add them to other events or set their expiration date.

The “Account Event Tokens” Page

Account event tokens

You have 3 account event tokens

Name	events	Tokens	Created at	Expired at	1	2	3
My even tokens	2	300	07-16-2020 11:36 AM	07-16-2020 01:35 PM	EDIT	DOWNLOAD	DELETE
Marketing Webinar - 390-311-363	1	100	07-16-2020 10:22 AM	-	EDIT	DOWNLOAD	DELETE
Sales Webinar - 392-400-796	1	150	07-16-2020 10:21 AM	-	EDIT	DOWNLOAD	DELETE

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In the “**Account Event Tokens**” subpage you are able to edit your tokens, assign them to various events, and set their expiration dates. The following options are available:

1. **Edit** – this option allows you to edit your token. In the editing window you can assign other events to the token and select its expiration dates.
2. **Download** – After clicking this option you can download the tokens in .csv form. The number of tokens will be visible in the “**Tokens**” column.
3. **Delete** – with this option you can delete the specific token.
4. **Create** – create a new token.

Editing existing tokens

The screenshot shows the 'Edit event tokens' interface. It features a title bar with a '← CANCEL' button. Below the title bar, there is a form with the following elements:

- 1**: An orange box labeled 'Edit event tokens' with a yellow arrow pointing to the form area.
- 2**: A yellow arrow pointing to the 'EXPIRATION TIME' toggle switch.
- 3**: A yellow arrow pointing to the 'EVENTS' list.
- 4**: A yellow arrow pointing to the 'SAVE' button.

The form contains the following fields and controls:

- NAME**: A text input field containing 'Marketing Webinar - 390-311-363'.
- EXPIRATION TIME**: A toggle switch (currently off) and a date-time input field containing '2020-07-19 00:00:00'.
- EVENTS**: A list of events with checkboxes. The selected events are 'Marketing Webinar - 390-311-363' and 'Sales Webinar - 392-400-796'. Other events include 'Meeting with Isabel - 142-821-405', 'Meeting with Panos - 406-355-038', 'Meeting with Stella - 291-763-285', 'Wydarzenie moje212 - 282-403-499', and 'Support - 596-246-880'.
- SAVE**: A green button with a lock icon and the text 'SAVE'.

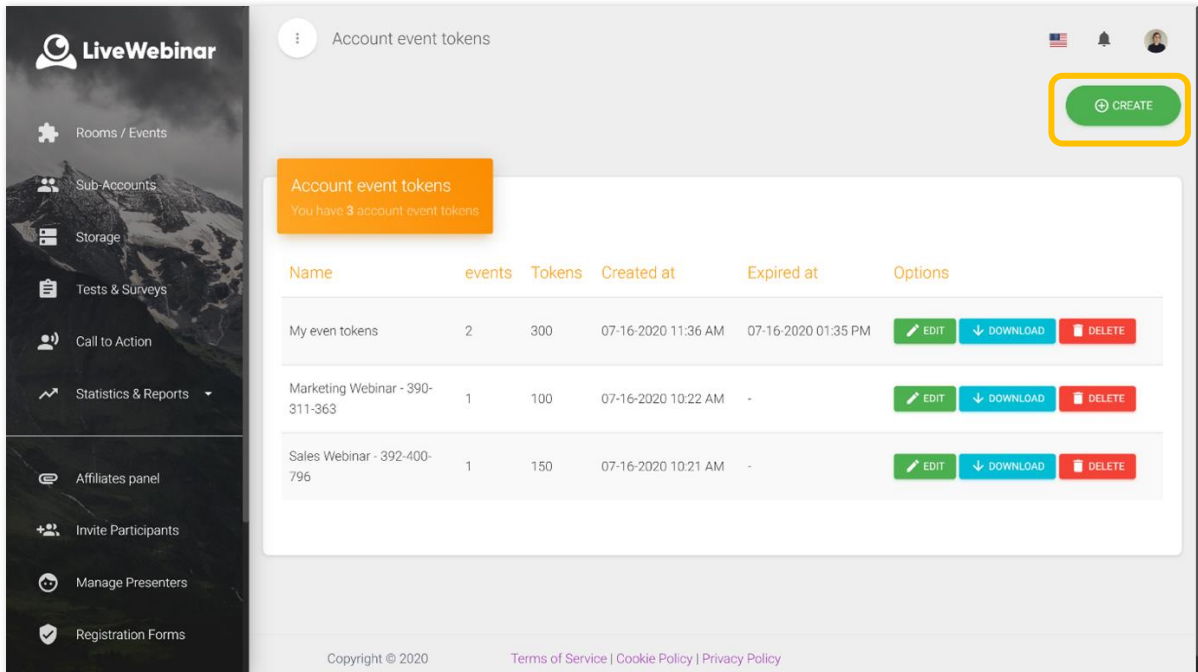
In the token editing window, you can make use of the following options:

1. **Name** – add or change the name of your token.
2. **Expiration time** – turns on/off the token expiration date
3. **Events** – here you can select the events the token will be valid for (see screenshot: the selected events are marked by a check mark)
4. **Save** – thanks to this option you can save the changes made in the editing window.

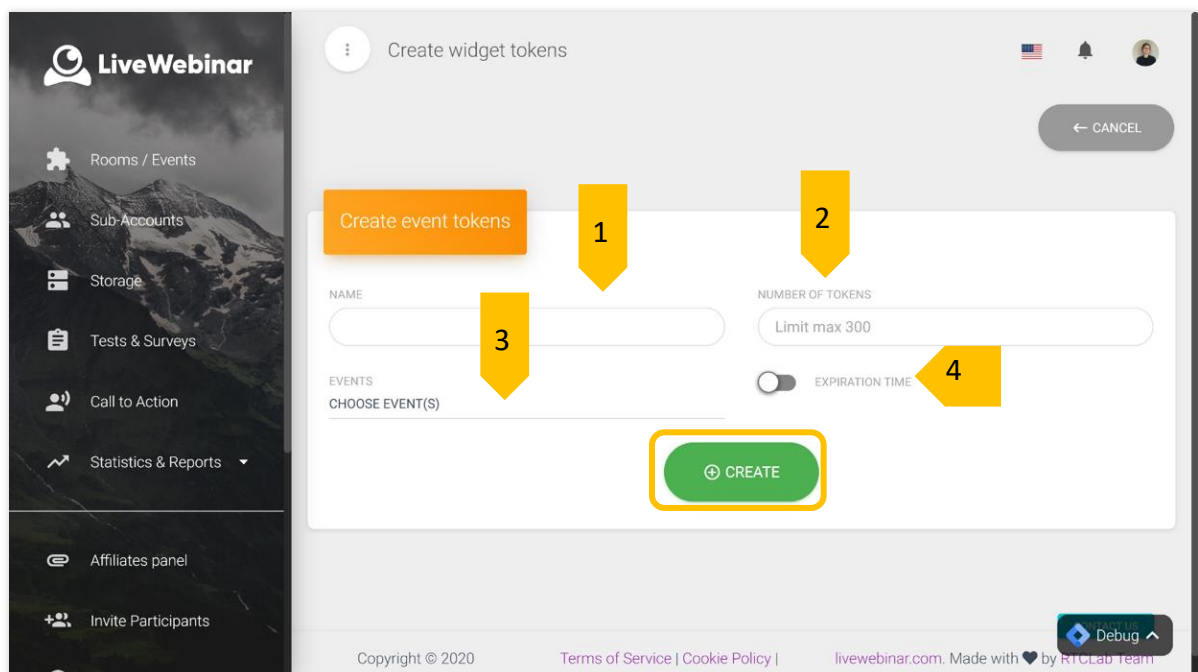
Creating a new token

In order to create a new token, follow these steps:

1. Go the “Account Event Tokens” and click “Create”.



2. Next, name your token (1) by writing it in the “Name” field and select the number of tokens needed (based on the number of participants, 2), select the events they will be valid for (3) (from the “Events” field), and add the expiration date (4).

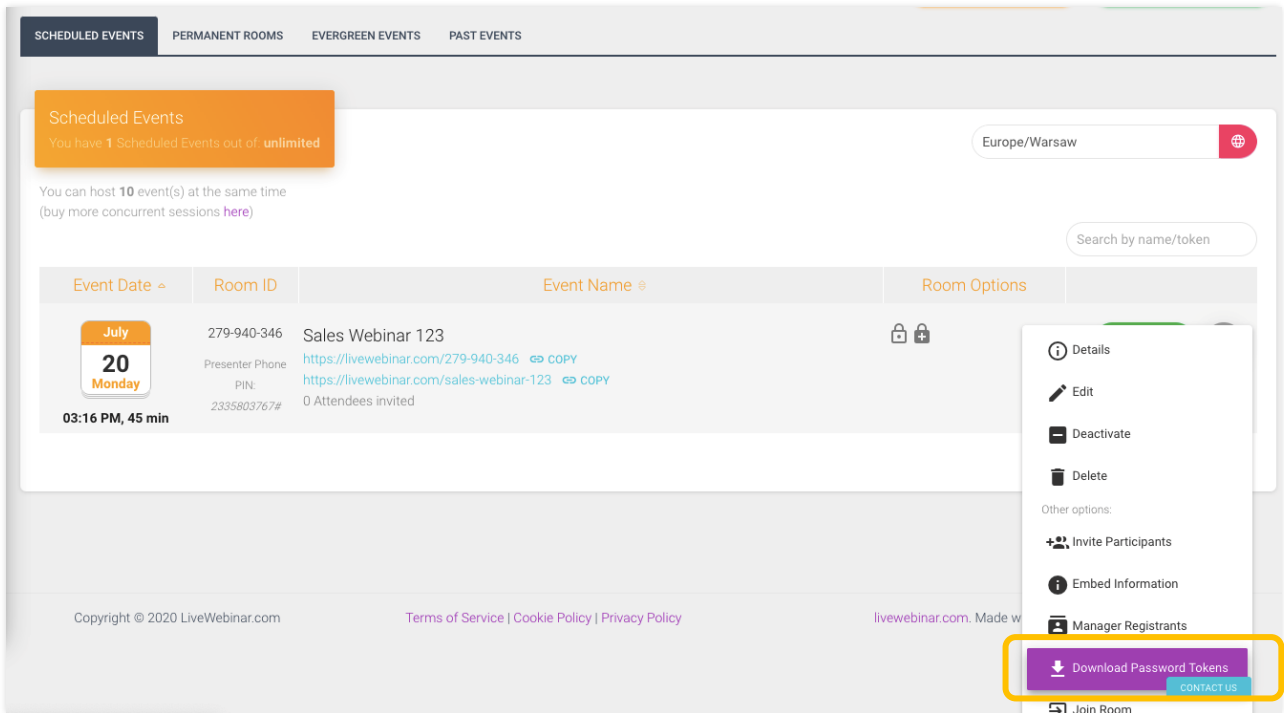


3. Finally, click “Create”. The newly created token will appear on the “Account event tokens” list.

Downloading password tokens

In order to download the tokens, follow these steps:

1. Go to the **“Rooms/Events”** tab in the main menu, and then click on the cog icons and select **“Download password tokens”**.



2. This can also be done by going to the **“Events Tokens”** subpage and clicking the download button at the token you want.

