Presence Manager

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Description

The Presence Manager is a tool that allows the host to check whether your attendees are active or present during the webinar. In the case of a user being inactive, the person can be automatically logged out of the room.

Frequently Asked Questions
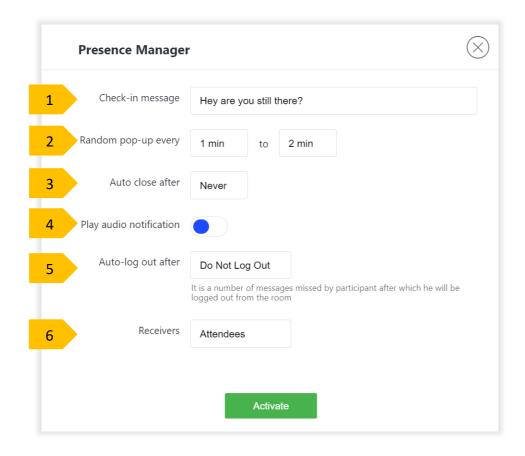
When can I use the presence manager?

The presence manager is useful when you're hosting an event where many people are attending, such as a lecture or a company-wide meeting and want to be sure that your attendees are paying attention to what's going on.

What does the auto-logout option mean?

The auto-logout option will automatically log out users who have missed a set number of presence management notifications. The number of notifications is set by the host (from 1 to 5). By clicking "**Yes**" when the notification appears, the user shows that they are present and paying attention. This option can also be disabled.
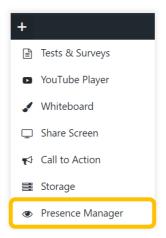
Presence Manager Window Anatomy

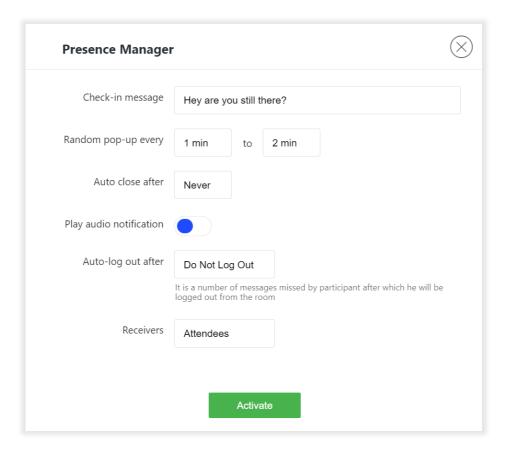Here's what the Presence Manager window looks like:

1. **Check-in message –** this is the message that will appear for your attendees when they receive the pop-up.

2. **Random pop-up every –** select how often you'd like the pop-up to appear for your attendees.

3. **Auto close after –** select for how much time the message appears before it disappears.

4. **Play audio notification –** choose if you'd a sound to accompany the notification as it appears.

5. **Auto-log out after** – toggle this option on to automatically log the attendee out after having received a number of messages.

6. **Receivers** – select who you want to receive the messages: attendees; hosts, presenters, and moderators; hosts and presenters.

How to Activate the Presence Manager

1. Activating the Presence Manager is simple. First, log in and enter your room. Once there, select "**+**" or click "**Open Share Menu**" in the content window.

2. Select "**Presence Manager**" from the list.

3. Set up your **"Check-in message"**, for example: *"Hey are you still there?"*.

4. Choose how often you'd like a random pop-up to appear (you can choose for the message to randomly appear from 1-15 minutes to 2-60 minutes).

5. Select the **"Auto-close"** time. You can choose between "**Never**" up to 180 seconds.

6. Toggle the audio notification on or off.

7. Choose the log out time. If the user misses the Presence Manager notification a set number of times, they will be automatically logged out of the room. You can choose to never auto log-out or set between 1 – 5 notifications.

8. Select group of receivers. It can be set for:

    -   Attendees
    -   Hosts, presenters, and moderators
    -   Hosts and presenters

9. Finally, click "**Activate**". Below you can see an example of what the Presence Manager notification will look like for those receiving it.