

WAITING ROOMS



Table of Contents

Table of Contents.....	2
Description.....	3
Frequently Asked Questions.....	3
How to Activate Waiting the Room.....	4
How to Let Your Attendees In.....	7
How to Add an Agenda and Presenter Bio.....	8

Description

LiveWebinar's Waiting Room feature provides your attendees with a place to wait while you set up your room. As a host or presenter, while inside the event room you can see the list of attendees waiting outside, and you can let them in one at a time, or all at once. A Waiting Room can be like an added level of security – you can use it choose and monitor who you let into your meeting.

Frequently Asked Questions

Can I turn off the knock-knock sound in my Waiting Room?

Yes, you can contact our [Support Team](#) regarding this matter and we will turn it off for you.

If it possible to add information about the event to the Waiting Room?

Yes, you can add a description or agenda of your event as well as presenter bios to the waiting room. You can learn more in the “**How to Add an Agenda and Presenter Bio**” section of this manual.

Can I use the Waiting Room option for Evergreen Events?

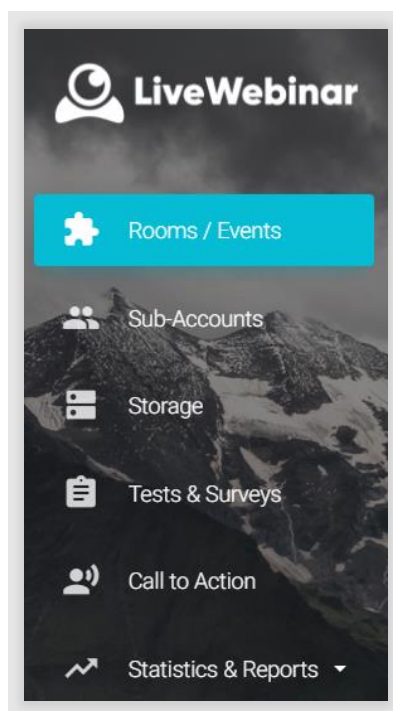
No, the waiting room option is only available for scheduled events and permanent rooms only.

Can I change the colors and layout of my Waiting Room?

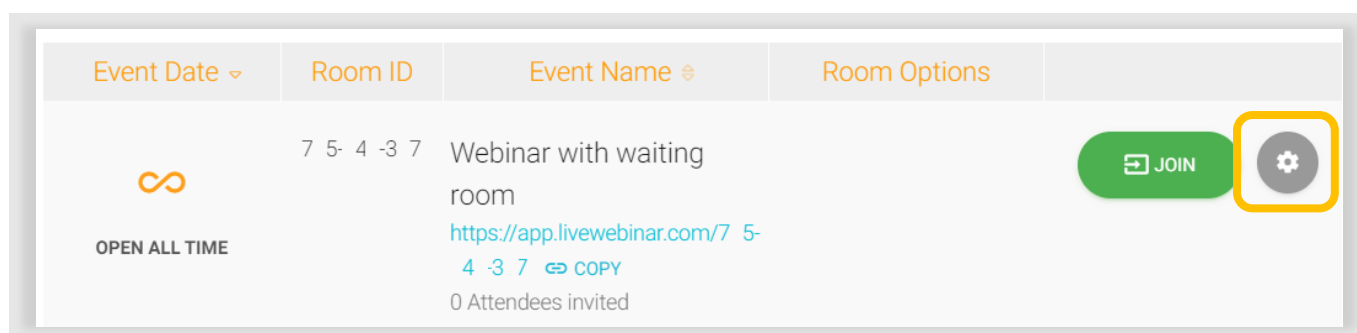
It's possible to change the background of the Waiting Room with the Branding Tool, however, the background of the Waiting Room and the meeting room itself will be identical. The color of the buttons in the waiting room will also change if you have customized the color of the “**Background of Primary Buttons in Widget**” option. To learn more about branding options, check out our Branding Tool manual [here](#). More in-depth customization is available only in Enterprise Plans. Learn more about the Enterprise option [here](#).

How to Activate Waiting the Room

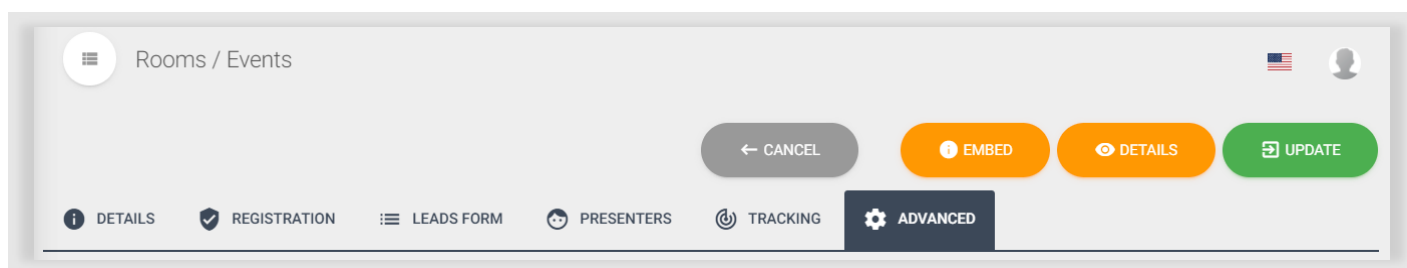
1. Log in to your account's dashboard and select "Rooms/Events".



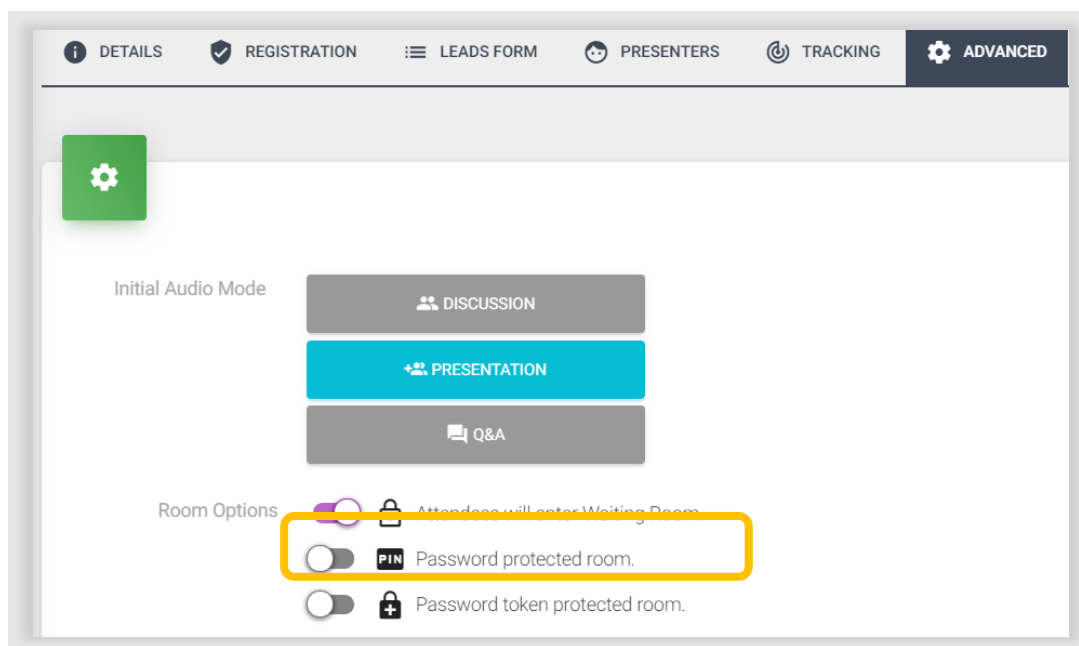
2. Click the cog icon, and then "Edit" in the room's settings.



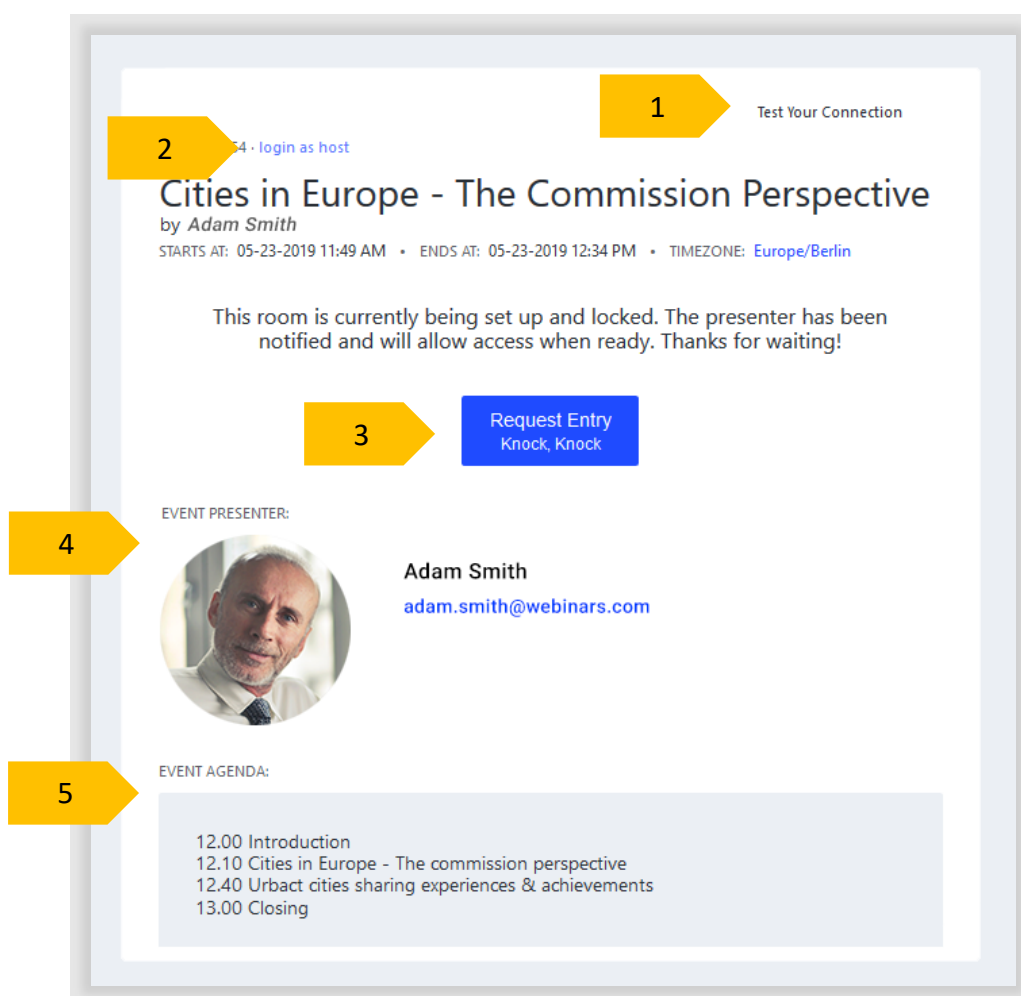
3. Go to the "Advanced" options tab.



4. Go to "Room options" – toggle on "Attendees will enter Waiting Room". Once it's time for your event, all attendees will wait in the waiting room before you choose to let them in.



5. Here's an example of what your waiting room will look like for attendees.



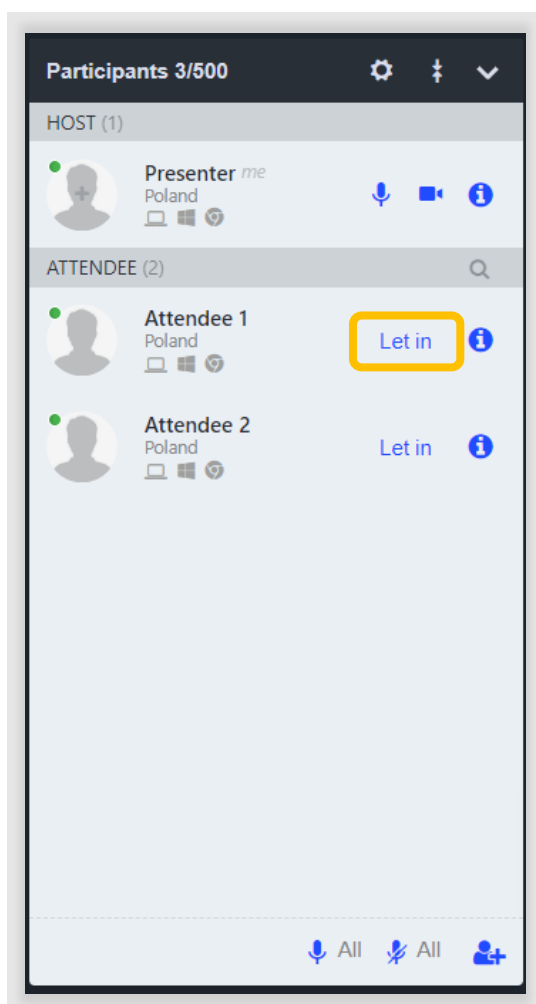
Here's a short explanation of what you can find in the waiting room:

1. **Test Your Connection** – use this option to test your internet connection before your meeting.
2. **Login as host** – log in as the host of the event.
3. **Request Entry** – click here to send a request to the host or presenter that you'd like to enter the room.
4. **Event Presenter** – the presenter(s) of the event will be shown here, along with a short bio or contact information (if the information was added by the host).
5. **Event Agenda** – the schedule of the event will be shown here, if it has been provided by the host.

How to Let Your Attendees In

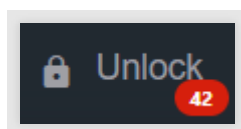
There are two methods you can use to let your attendees into your room.

1. You can let your attendees in individually. Go to the Participant's List and click the **"Let in"** button next to their name.



2. The second option allows to let all of your attendees in at the same time. To do so, go to the Navigation Bar, and click the **"Unlock"** button.

NOTE: After unlocking the room, all attendees who want to join the meeting will be directly sent to the meeting room, **not** the waiting room.



How to Add an Agenda and Presenter Bio

1. You can add an agenda about your event to your waiting room in the “**Schedule Event**” option, in the “**Details**” tab. On the first page, you set all necessary information about your event, and at the bottom of the page you’ll find the “**Event Agenda**” box. You can add as much or a little information as you like.

DETAILS REGISTRATION LEADS FORM PRESENTERS TRACKING ADVANCED

NAME *
Spanish 101

YOUR EVENT URL
https://app.livewebinar.com/spanish-101

Time Scheduled Event - select start date and time

START DATE
02-18-2021

STARTS AT
01:00 PM

DURATION (MINUTES)
45

TIMEZONE
Europe/Warsaw

Restrict access to your webinar room ⓘ

COUNTDOWN CLOCK (OPTIONAL) ⓘ

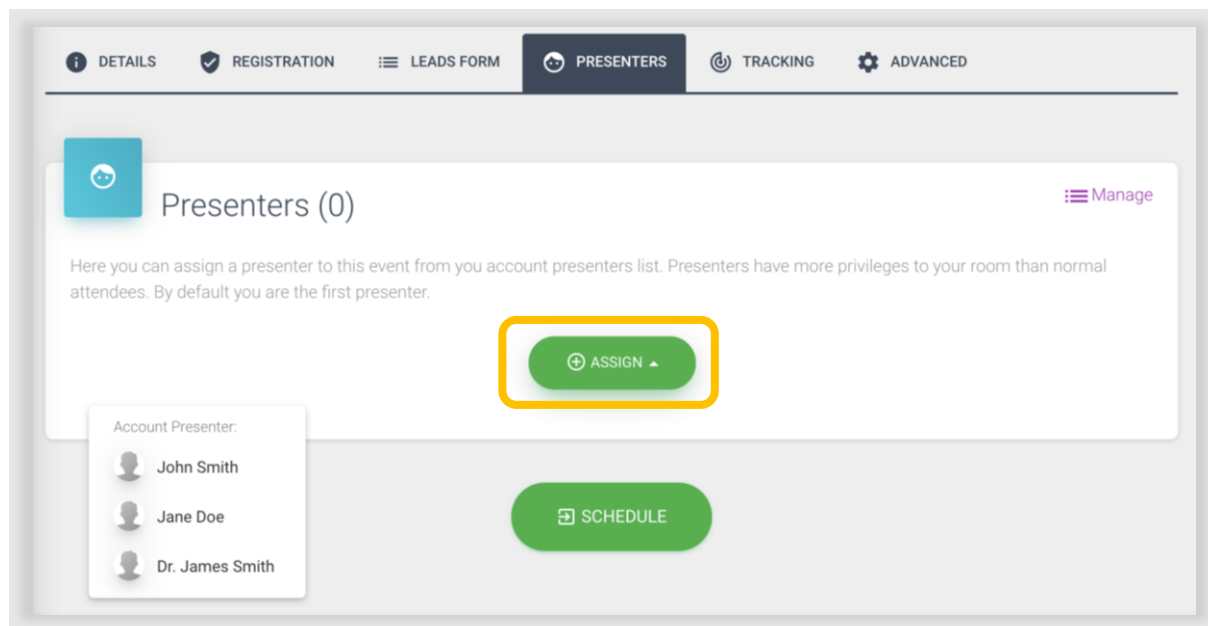
Permanently open room - open all the time

Evergreen room - automatic event

EVENT AGENDA

1:00 - Introduction
1:10 - Lecture
1:30 - Practice
1:45 - Quiz
1:55 - Closing

- To add a presenter bio, you need to add a presenter to your event first. Go to the “**Presenters**” tab, and click “**Assign**”.



- Select the presenter(s) you want to participate in your event. Their information will appear in the waiting room for attendees to see. You can change their bio and other details by clicking “**Edit Details**”.

