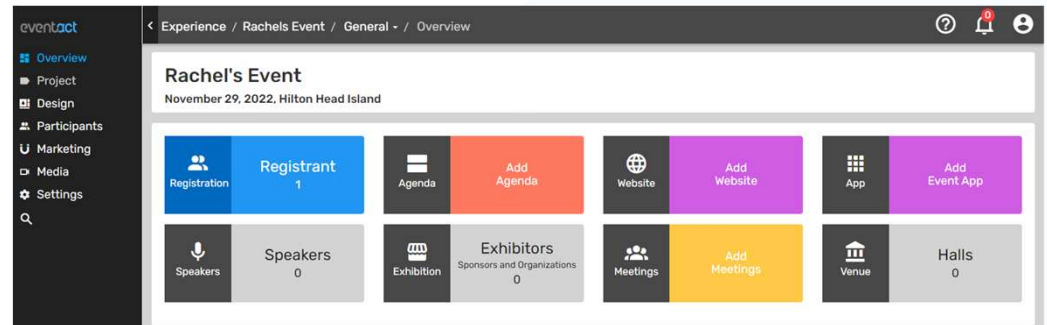


Eventact

Adding Meetings

On your overview page click Add Meetings



Eventact

Here you will have the option to customize your meeting space and time.

The screenshot shows the 'Meetings Setup' page in the Eventact application. The interface includes a dark sidebar with navigation options: Overview, Participants, Meetings, Messages, Reports, and Settings. The main content area is titled 'Meetings Setup' and features a list of four checked options: 'Allow messages between participants', 'Create online meeting place', 'Create general onsite meeting place', and 'Create meetings time slots'. Below these options, a text prompt reads 'Create a meeting slots from the selected start time to the selected end time every X minutes.' This is followed by four input fields: 'Date' (November 29, 2022), 'First meeting start time' (08:00 AM), 'Last meeting end time' (05:00 PM), and 'Interval between meeting time slots' (20 minutes). An 'OK' button is located at the bottom left of the form.

eventact

Experience / Rachels Event / Meetings - / Meetings Setup

Meetings Setup

- Allow messages between participants
- Create online meeting place
- Create general onsite meeting place
- Create meetings time slots

Create a meeting slots from the selected start time to the selected end time every X minutes.

Date
November 29, 2022

First meeting start time
08:00 AM

Last meeting end time
05:00 PM

Interval between meeting time slots
20
in minutes

OK

Eventact

Once you click ok you will be taken to the overview of meetings.

The screenshot displays the Eventact interface for 'Rachel's Event'. The breadcrumb navigation at the top reads 'Experience / Rachels Event / Meetings - / Overview'. The main content area features a header for 'Rachel's Event' with the date and location 'November 29, 2022, Hilton Head Island'. Below this is a summary row with four metrics: 1 Participant, 0 Meetings, 0 Messages, and \$0 Value. The interface is divided into two columns. The left column contains a 'Links' section with 'F2F App' and 'Schedule board', both with share icons. The right column contains a 'Things to Do' section with a '+ Add' button and a message stating 'There are no tasks. Add the first task. Write, organize, and prioritize tasks related to this project. See who is responsible for what and when someone else has completed a task.' Below this is a 'Networking Managers' section with a '+ Add' button and the name 'rachel' listed.

eventact

Experience / Rachels Event / Meetings - / Overview

Rachel's Event
November 29, 2022, Hilton Head Island

1 Participants	0 Meetings	0 Messages	\$0 Value
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Links

- F2F App < Share
- Schedule board < Share

Things to Do + Add

There are no tasks. Add the first task.
Write, organize, and prioritize tasks related to this project. See who is responsible for what and when someone else has completed a task.

Networking Managers + Add

rachel