Preview Sessions

The Preview submodule manages the different preview sessions on the corporate website. To arrive at this page, navigate by

MODULES > CALENDAR > PREVIEW SESSIONS

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Creating a New Preview Session

Fill in all required fields and click on CREATE to create the new preview session.

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Preview Session Details

Title of Preview Session	The title of the preview session
Preview URL	A unique URL reference to this preview session. This URL will also be automatically used to create the corresponding webpage.
Session Venue	The location where this preview session is taking place
Publish Status	Sets whether to show the preview session on the website
Attendance Form	Sets whether to display an RSVP form for this session
Redirect URL	The page the user gets redirected to upon successful submission of the RSVP Form. Usually this is a Thank You page. Please check with your administrator on the exact URL of this page
Date of Session	The date of this preview session
Start/End Time	The start and end time of this session. If the end time is not applicable or if this is a whole day event, simply set the end time to be the same as the start time
Preview Session Summary	A basic summary or outline of the main content of the session. Please note that only plain text should be entered here
Thumbnail	A thumbnail picture of this session. The recommended size of a thumbnail is 360px by 180px and should not be larger than 100KB in size

Session Content

The main content of the preview session should be entered into the Rich Text editor at the bottom of the page. Please remember to UNPUBLISH the feed until the content is ready to go live.



Session RSVP Data

The RSVP data of the Preview Session can be accessed via the main Session page. Simply click on the icon in the Data column to be redirected to the attendance page.

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The Attendance data can be viewed, sorted and exported to Excel if necessary.

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