



Pivoting to Virtual Engagement in the COVID-19 Era



HOW TO SETUP A VIRTUAL EVENT IN STARCHAPTER

 April 7, 2020

 2:00pm ET

SIX SIMPLE STEPS TO VIRTUAL EVENTS IN STARCHAPTER

STEP ONE: Setup the Forum

STEP TWO: Setup the Virtual Event Page

STEP THREE: Setup the Virtual Event Group

STEP FOUR: Setup the Virtual Event

STEP FIVE: Setup the Virtual Event Forum

STEP SIX: Manage your Registrants

STEP ONE: SETUP THE FORUM


- Configure Forum Settings
 - General Settings
 - Website Display
 - Threads
 - Replies
- Create Forum Category “Virtual Events”

STEP TWO: SETUP THE VIRTUAL EVENT PAGE

- Create a New Page
 - Add Forum Posts Full Content Section
 - Select Forum Category “Virtual Event”
 - Add the Page to your Navigation Menu

STEP THREE: SETUP A VIRTUAL EVENT GROUP

- Create a group “Virtual Events”
- Create a Subgroup for each Specific Event

 Tip: Groups are specific to members or non-members. If a meetings are open to non-members, two groups will be needed to manage restrictions. Non-Member logins must also be enabled and managed if non-members are to be included.

STEP FOUR: SETUP THE VIRTUAL EVENT

- Setup your Meeting
- Manage Registrations
- Create a Subgroup

STEP FIVE: SETUP THE VIRTUAL EVENT FORUM

- Create a New Forum Thread
 - Restrict the Thread to the Subgroup

STEP SIX: MANAGE THE REGISTRANTS

- Assign the Registrants to the Subgroup
- After Registration is Closed, Send an email to Registrants

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Enhancements

Ongoing Board Trainings

APR
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Membership

Wednesday, April 8, 2020

At 3pm (ET)

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Content

Wednesday, April 15, 2020

At 3pm (ET)

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Meetings

Thursday, April 9, 2020

At 3pm (ET)

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Communications

Thursday, April 16, 2020

At 3pm (ET)