

# Remo 201

## Lesson 5: Lobby Feature

When guests enter your landing page with 20 minutes left until your event begins, they will be able to sign in and enter the lobby while waiting for your doors to open.

The countdown timer will be set to the official start time of your event. Guests who arrive inside 20 minutes upto the timer counting 0 will be able to enter their login information. If this is their first Remo event, they will walk through our tutorial to learn how to move tables and turn on microphones and cameras. They will also be able to set their profile here. The system then moves them onto the gear test or mic and cam check. The guest will then land in your lobby where they will be able to hear the hold music and see a message of your choosing.

Unfortunately we cannot, at this time, embed a video or a photo within the lobby – it is text based, but your guests will be able to arrive early and not feel rushed through the sign-in process.

Speakers will also land in the lobby.

As the host, you'll get a notification that you have guests or a speaker who are waiting in the lobby. The notification will display on top of the screen and from the lobby button on the bottom white toolbar.

You can admit one person at a time (for example a table host, a VIP, or speaker), or you can admit all. When the timer hits zero and your event is officially open, you can choose to turn off the lobby and all guests will automatically be able to enter. If you turn your lobby off prior to the event start time, all guests will return to the landing page.

All Remo events will be defaulted with the lobby turned on, but if you wish to turn the feature off, you can do so from your event settings, in the extras tab, and toggle it on and off from the backend at any time prior to or during your event.