Remo 101

Lesson 2: Build the Event

Let's build your first event together. Once you login, you'll be directed to your "my event" landing page. Click on Create Event to start building out your first event. Your first decision is will your event be public or private. For this demonstration, we will be choosing a Public Event. We will discuss Private Events in Remo 201.

Next, we will input our event title. The title is important because it will become part of your event URL – This cannot be changed once it's published.

Next, type in a catchy event tagline (a one sentence summary). Then select the start and end date and time for your event, making sure that you stay within the parameters of what your plan allows.

To brand your event landing page, you can change the image into either your corporate logo or your event cover art, making sure it was created as 780 by 490 pixels, and less than 1 MB. This can be a static image or a .GIF, and one has been included for this demo.

Finally, we're going to put in a really awesome event page description that tells your guests a little bit about your event.
Reminder: Everything we've created here is going to be the event landing page for rsvps and for sign-in.

Next, we choose the floor plan. You can get a customized look by using a custom floor plan, which we will discuss in Remo 201. Our current Remo floor plans that come standard are located in these tabs. They have a variety of different table sizes and varying numbers of banners. In order to choose the one that you wish, you can see the full preview by checking on the eye. Click the select button to use the floor plan that you want.

Next, input your expected guest capacity. The system will automatically show how many floors will be needed. The left billboard is video only. The right billboard is text only. Text will be displayed as a header and bullets.

Next, we'll talk about our sponsor banners. Sponsor banners can be used for a variety of different things – such as recognizing your sponsors with a redirect to their website. They can be used for floor plan decoration. They can form a bridge to navigate between concurrent events (more on this in remo 201).

To create a banner, click on add sponsor and create a banner title. Then you will upload the outside banner image that will display on your floor plan. Note – depending on the chosen floor plan, this

image size can change. Hover over the preview to make sure your image loaded correctly. For the inside of your banner, you can use a video or link to a web image, or upload your own static or .GIF image. The call to action button should tell your guest what they should do when they click (very short text). In this field, you can either put in a url link for redirect or you can leave this field empty. Last you're going to select what banner location you would like this to be displayed in. Click save sponsor. You can continue the same process to add more sponsor banners or we can move on.

Next, we're going to be inviting all of our speakers. You can either type in emails manually or you can cut and paste up to 10 speaker emails at a time. Hit return for the system to recognize the emails. Then save. This will automatically send an email to this speaker so that they can accept that email and have the listed email be recognized at login as a speaker.

If you wish to invite guests from the system: They can be sent event reminder emails or you can toggle this off if you wish to do that on your own. In the same way as speakers, you can type in emails or cut and paste up to 200 guests at a time. Finally, you can select to have an initial invitation email sent to your guests with the event link or you can do this on your own. Note, these emails are not customizable.

Finally, we're going to show a welcome message. This is the last thing that guests see as they enter your event so you can customize the text, the image, or video with the most important items your guests need to know about your event.

For Remo 101 purposes, we will go to summary and publish our first event!