A Checklist for Your Event

A beginner's guide to creating an event in the MeetApp admin portal

Settings and Overall Features

Set the name, date, description and location for your event.

Upload an icon for your event.

Turn off any features that you will not use during your event

If this is your first or only event in your app – update the brand screen with your information.

Program

Create your general program items.

Always set an icon for your program items, choose a standard icon or upload your own image.

Your program will look more professional with a Featured image, upload individual ones or use the same image for all program items.

If your event will have parallel sessions, create tracks to assign the items to.

Assign evaluation questions to the program items, in order to receive instant participant feedback.

Participants

Allow your participants to add their own profiles in the app, or import an Excel list through the admin portal. If you want the participants to add their own profiles, leave the list empty.

Information

Organize your information items by creating folders, such as speaker bios, handouts, travel directions, location information - anything participants might need to know

Always set an icon for your information items, choose a standard icon or upload your own image.

Your information will look more professional with a Featured image, upload individual ones or use the same image for all information items.

You can have text information, upload images, PDF's and videos or embed web pages - link the information items to the respective program items.

Pin important folders to the menu.

Dialogue

Create single- or multiple choice questions, polls and surveys for your participants.

Allow your participants to send their questions to the speaker or organizer.

Send important information as push notifications, schedule them to be sent at a specific time or whenever a new information item is published.

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event engagement