**Engagement Details**

0:04  
This video will cover viewing and editing details for your upcoming engagements.

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From the Manage Engagements page, first locate your upcoming engagement and click the View Details link.

0:18  
The Main Details tab is where you can view and edit basic information about your engagement.

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To edit a section, click on the pencil icon, make your changes, and click the Save button.

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If your engagement has a set agenda, you can view it from the Agenda tab.

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You can expand and collapse days of the engagement and sort by date or by room.

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You can also copy the agenda to clipboard to be pasted into e-mail or other locations.

0:58  
For executive briefing engagements, you may be required to fill out Speaker Guidance.

1:04  
Click on the tab.

1:06  
Each session requiring Speaker Guidance will be listed in the drop down along with the completion status.

1:13  
Select the session from the drop down and click the pencil icon.

1:18  
Make your required edits and click the Submit and Next button to save your changes.

1:26  
The Attendee tab is where you will manage the attendee list for your engagement.

1:31  
For more information on how to add attendees, please see the Adding Attendees Training video.

1:40  
The Team tab will allow you to view members of your engagement team as well as add and remove engagement owners.

1:52  
Finally, the Survey tab provides a common place for you to view, access, and copy all of the survey completion links.

2:00  
Once your engagement is complete, you can access a link to view your survey results.