**Lobby Host Overview**

0:03  
Welcome to the Lobby Host Portal training video.

0:07  
In this video, we'll guide you through the key features and functionalities to help you manage your engagements efficiently.

0:14  
Let's start with the main screen.

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Here you can view all the upcoming engagements.

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You have the option to filter engagements by today, tomorrow, or the next 14 days.

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You can also filter by building.

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Once these filters are set, the system will remember your selections.

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You can search through the records by engagement name, guest, or speaker.

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Additionally, you can sort the engagements by the closest or furthest dates.

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Now, let's look at the engagement card.

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On each card, you can view the engagement title ID dates, including the specific day of the engagement such as day 1-2 or three, and the room where the engagement is held.

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By clicking View Agenda, you will be taken directly to the Agenda page where you can see the speakers aligned with their sessions.

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Clicking View Team will take you to the Engagement Team managing the engagement.

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The View Attendee link will take you to the Attendee Registration page where you can view more details about the attendees.

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On the right side of the card you will see the total count of attendees by type.

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Key fields will show a new or update flag if there have been changes to the item, such as an attendee being added or changed, the engagement title being added or changed, or the engagement date being changed.

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This flag will remain for 24 hours before being reset.

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The View Shuttles tab displays all the upcoming shuttle requests.

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It has similar filters to the main screen, including date and building filters as well as Engagement search.

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In the Shuttles table, you can view and manage the shuttle requests.

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Clicking the Shuttle note field allows you to leave comments and notes for other users.

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Checking the Shuttle Confirmed box indicates to your team that the shuttle has been confirmed.

2:02  
Thank you for watching this training video on the Lobby Host Portal.

2:06  
We hope this guide helps you navigate the portal with ease and manage your engagements effectively.