

## Create Free Event With Default Image and Count Down



From  
Admin\_  
F1

Click on locations tab

Select the first available location from  
the dropdown

Click on Add Venue button and enter  
unique Venue name in the pop up

Click on save button and verify the  
banner message

Click on add room button and enter  
unique Room name in the pop up

Click on save button and verify the  
banner message

Click on Add Button

Click on save button and verify the  
banner message

Click on Event Video and Timetable  
tab

Click on Add videos tab

Select title from the drop down

Enter the above created video and  
click on search button

Click on select button from search  
result

From pop up select venue, location,  
room from the dropdown

Enter date as two days ahead date  
from current date

Enter from time two minutes ahead  
from current time and Enter To time  
thirty minutes ahead from current  
time

Enter session name hardcoded

Click on save button and verify the  
banner message

Click on Event access code tab

Enter email notes and email -  
hardcoded

Click on send button and verify the  
banner message

Click on upload tab

Click on Show Countdown check box

Enter from date as today's date

Enter Time as one minute greater than  
current time

Click on Use Default Image radio  
button

Admin\_  
F3





