

Purpose

The purpose of this document is focused on Virtual Conference manager and the tasks a PL completes to get the conference shells (Primary & Dry Run) configured prior to a delivery. This document does not include detailed steps on tasks outside VCM. (Ex: Cloud Sandbox)

VCM Environment URLs

- ESI - <https://esi.skillmeup.com/>
- TSI - <https://tsi.skillmeup.com/>
- MCAPS - <https://oh.skillmeup.com/>

User Roles in VCM

- **Organizer** – This is the administrative view within VCM and provides you access to change the schedule and add attendees – Project Leads are given this level of access.
- **Coach** – This view is for our Tech Leads and Coaches – it has slightly more functionality than the attendee view and allows coaches to join coach specific calls, monitor groups within VCM, and access coach resources in Microsoft Teams beyond what Attendees are able to access.
- **Attendee** – This is for the learner participants and allows the user to interact with their agenda and join Microsoft Teams calls and access their specific OpenHack Team in MSFT Teams.

Additional Definitions & Context

- **Conference** – This aligns to an instance of a “VCM Shell”. Two conferences are created for a given OpenHack. The primary OpenHack VCM shell, and the Dry Run. The primary is used in the OpenHack with learners, the Dry run is used to give coaches access to the lab environment as a learner. Conferences represent a set of related agenda items and associated participants, coaches, and project leads.
- **Session/Activity** – Within a conference, a session or activity represents either a meeting, series, or link to a specific resource and is visible on the VCM agenda associated with a specific date & time.
- **Group Activity** – A subset of session/activities – Special purpose designed to be a recurring series of team meetings focused on working through the content in a dedicated virtual classroom/lab environment. Allows the linkage of the classroom to a table with associated participants and MSFT Teams Channels. The group activity item in the agenda view also allows attendees to access the lab environment without the need for log-in credentials.
- **Classroom/Lab Environment** – The classroom is where participants review the challenge documentation and mark progress for approval by the coach. The classroom is linked with VCM via the Group Activity.
- **Cloud Sandbox Manager** – This is the back end administrative side of the classroom environment.
- **Primary vs. Dry Run** – There are distinct instance of the classroom and VCM conferences for the primary OpenHack with learners and the Dry Run intended for Coach Preparation.
- **OpenHack Hub** – This is where event details are added for Opsgility to create VCM Conferences, and classroom environments.
- **Zendesk** – This is the Opsgility Support ticket portal where you can reach out to submit tickets to resolve issues encountered while configuring your Conference in VCM.

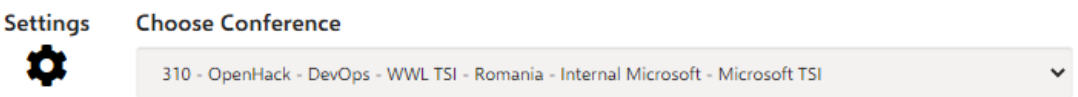
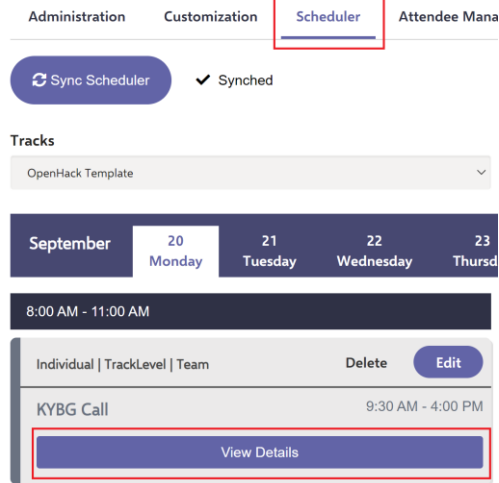
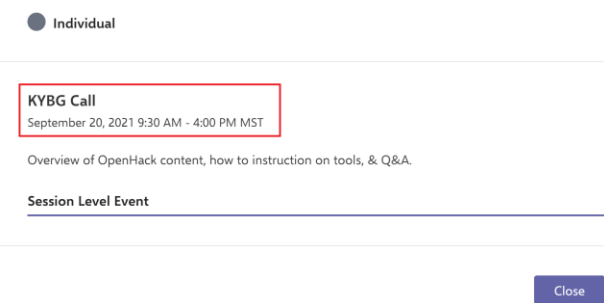
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- [VCM Feedback](#) – If coaches, attendees, or project leads have feedback on their VCM experience, you are encouraged to submit it here.

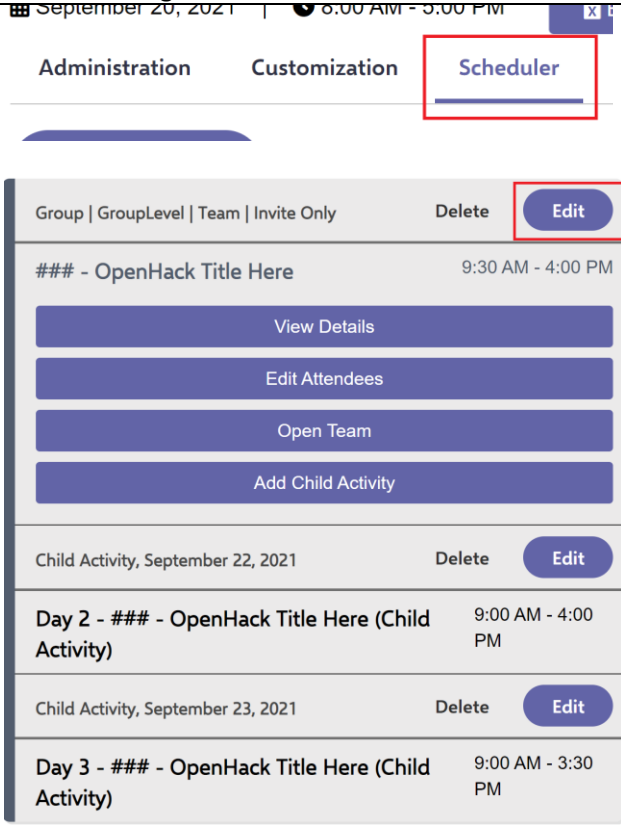
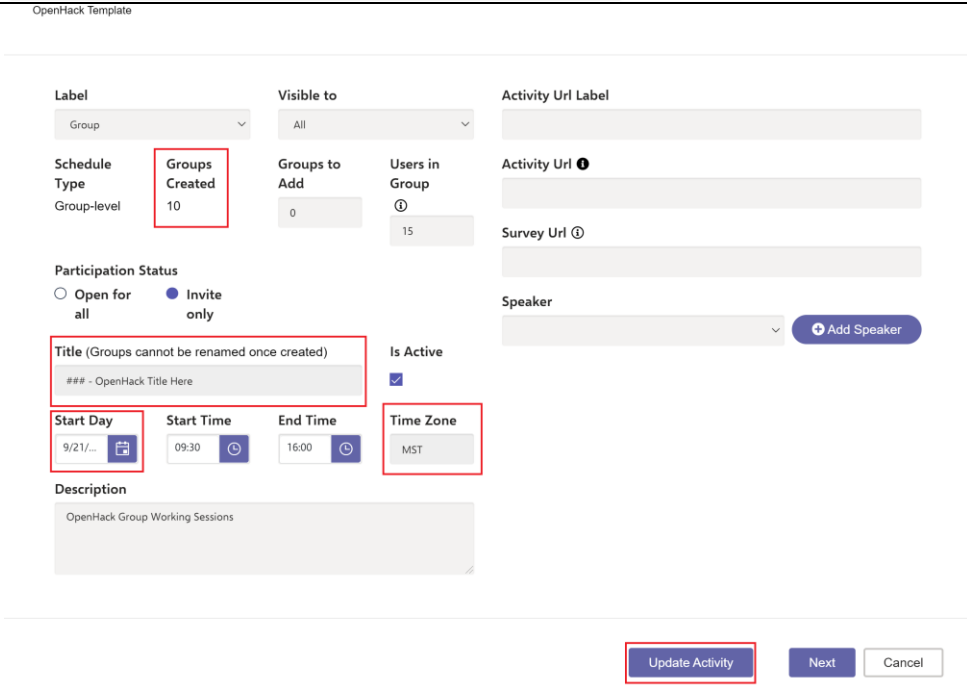
The Project/Tech lead is responsible for the following within VCM upon receipt of the Classroom Ready notification from Opsgility:

- [Configuring and validating VCM schedule](#)
- [Add all OpenHack team members and participants to the conference with Attendee Manager.](#)
- [Validate Attendee details submitted either individually or in bulk](#)
- [Updating Attendee details if needed](#)
- [Add all coaches & attendees to the VCM Classroom Group Activity \(Two options, bulk and individual\)](#)
- [Ad-Hoc Session additions \(as needed\)](#)
- [Sync to save changes](#)

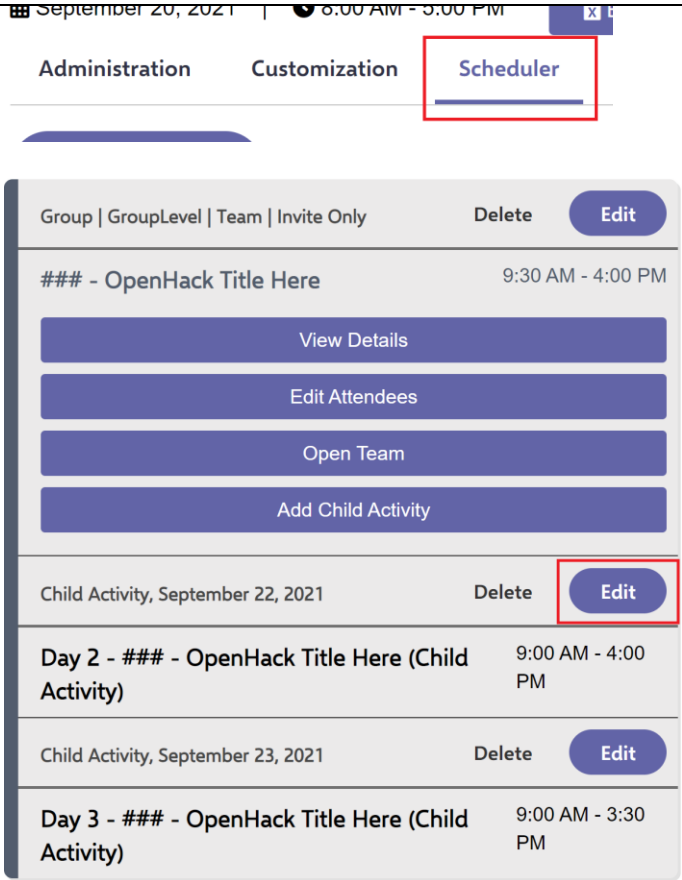
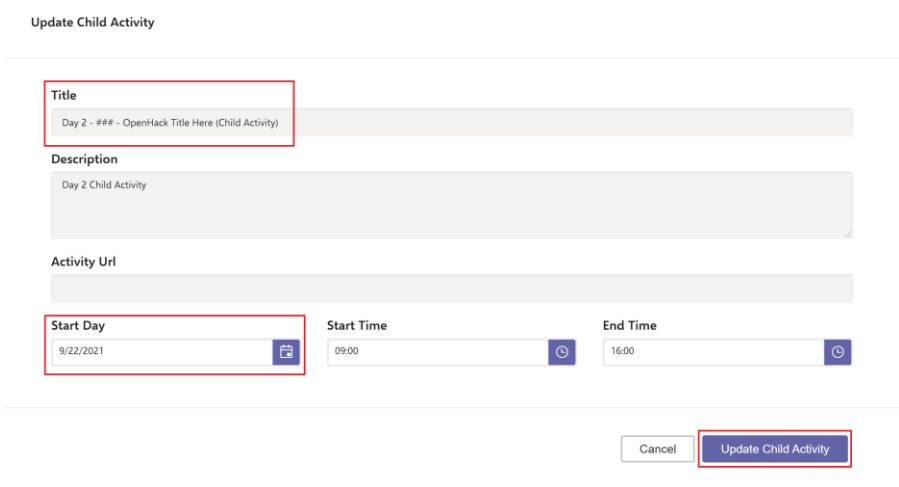
Configuring and validating VCM schedule

Step	Action	Example
1	Open VCM	
2	Select the OpenHack from the Choose Conference Dropdown	
3	While in the 'Scheduler' tab select the <u>view details</u> option for the KBYG call.	
4	This will bring up details view of the KBYG call. Verify the KBYG date is correct. Select close when verified.	

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		<p>Notes:</p> <ol style="list-style-type: none"> 1. Validate this date against what is listed in the OpenHack Hub. 2. If the date is incorrect you can manually edit the KYBG call date, however, you should also follow up with Opsgility to confirm the conference as a whole is configured with the correct start dates.
5	While in the 'Scheduler' tab select the edit option for the group activity.	
6	<p>Verify the following:</p> <ol style="list-style-type: none"> 1. Group activity starts on day 1 of hack 2. Time Zone is correct <p>Update the title using the following naming convention:</p> <p>ID -or -Delivery ID – OpenHack</p>	

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	<p>– OpenHack Hub Title</p> <p>Select Update Activity once completed</p>	<p>Note: Validate this date against what is listed in the OpenHack Hub. When updating title; for TSI/MCAPS use ID, for ESI use Delivery ID.</p> <p>Note: “OpenHack Hub Title” = the title for the event listed in OpenHack Hub (OH Hub)</p>
7	<p>While in the ‘Scheduler’ tab select the edit option for the child activity under the Group Activity.</p>	 <p>The screenshot shows the 'Scheduler' tab in the OpenHack interface. It displays a list of activities. The 'Edit' button for the 'Child Activity, September 22, 2021' is highlighted with a red box.</p>
8	<p>Verify the following:</p> <ol style="list-style-type: none"> Day 2 Child activity starts on day 2 of hack (same with Day 3) <p>Update the title by replacing the ‘###’ with the ID or Delivery ID from OpenHack Hub</p>	 <p>The screenshot shows the 'Update Child Activity' form. The 'Title' field, 'Start Day' field, and 'Update Child Activity' button are highlighted with red boxes.</p> <p>Note: Validate this date against what is listed in the OpenHack Hub. When updating title; for TSI/MCAPS use ID, for ESI use Delivery ID.</p>

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	Select Update Activity once completed Repeat these steps for Day 3 Child activity																			
9	While in the 'Attendee Manager' tab validate the correct project/tech leads are added	<div><div>AdministrationCustomizationSchedulerAttendee ManagerSpeakersSwag BagReportingAnnouncen</div><div><div>Add AttendeeDownload TemplateImport AttendeesExport Attendees</div><table><tr><td><input type="checkbox"/></td><td>Display Name ↑</td><td>Name</td><td>Email Address</td><td>Role</td><td>Country</td></tr><tr><td><input type="checkbox"/></td><td>Adrianne Agee</td><td>Adrianne Agree</td><td>aagee@opsgility.com</td><td>Coach</td><td>Unitec St</td></tr><tr><td><input type="checkbox"/></td><td>Alexandra Preda (ALLYIS INC)</td><td>Alexandra Preda</td><td>v-apreda@microsoft.com</td><td>Organizer</td><td>Romania</td></tr></table></div></div> <div>Notes:<ol style="list-style-type: none">1. Validate the roles for Project Lead (Organizer) and Tech Lead (Coach) against what is listed in the OpenHack Hub.2. It is best practice for to add "(Tech Lead)" following the Tech Lead's name in the Display Name field. Example: Michelle Savior (Tech Lead). This makes it clear for coaches when looking at their Tables in the monitor group activity menu.</div>	<input type="checkbox"/>	Display Name ↑	Name	Email Address	Role	Country	<input type="checkbox"/>	Adrianne Agee	Adrianne Agree	aagee@opsgility.com	Coach	Unitec St	<input type="checkbox"/>	Alexandra Preda (ALLYIS INC)	Alexandra Preda	v-apreda@microsoft.com	Organizer	Romania
<input type="checkbox"/>	Display Name ↑	Name	Email Address	Role	Country															
<input type="checkbox"/>	Adrianne Agee	Adrianne Agree	aagee@opsgility.com	Coach	Unitec St															
<input type="checkbox"/>	Alexandra Preda (ALLYIS INC)	Alexandra Preda	v-apreda@microsoft.com	Organizer	Romania															
10	One week before the OpenHack starts, Project Lead needs to access & verify the classroom has been linked to the VCM Shell. Select the OpenHack from the Choose Conference Dropdown Verify that an assignment link is present under the Group Activity. Click on OpenHack classroom link	<div><div>SettingsChoose Conference</div><div><div></div><div>310 - OpenHack - DevOps - WWL TSI - Romania - Internal Microsoft - Microsoft TSI</div></div><div><div>MY DAILY SCHEDULE</div><div><div><Tuesday, September 14, 2021></div><div><div>Hacking Time0:00 AM - 6:00 AM</div><div>310 - OpenHack - DevOps - WWL TSI - Romania - Internal Microsoft - Microsoft TSI_</div><div>OpenHack Group Working Sessions</div><div>Assignment(s)<ul style="list-style-type: none">• OpenHack - DevOps V2 Zero Downtime Deployment</div><div><div>Join</div><div>Access Channel</div></div></div></div></div><div>Note: If the link is not present or if the link does not resolve to the correct course content, follow up with Opsgility Support via a Zendesk ticket.</div></div>																		

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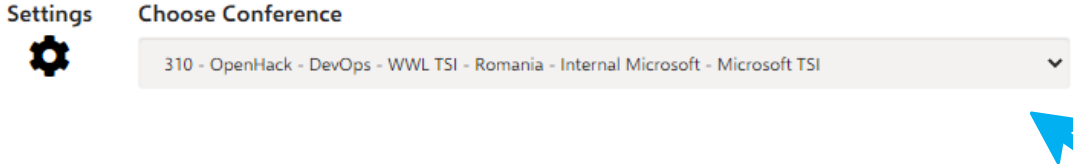
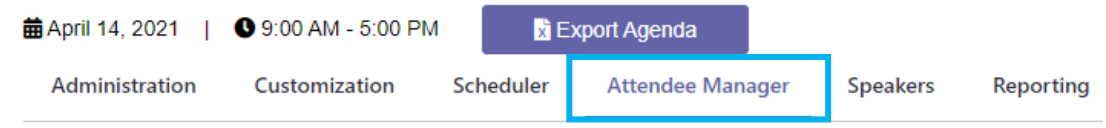
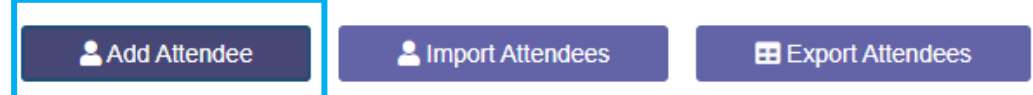
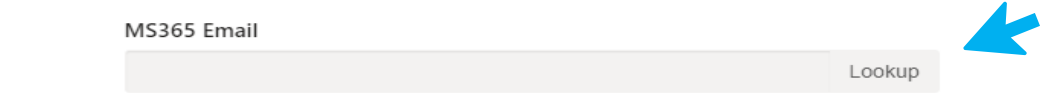
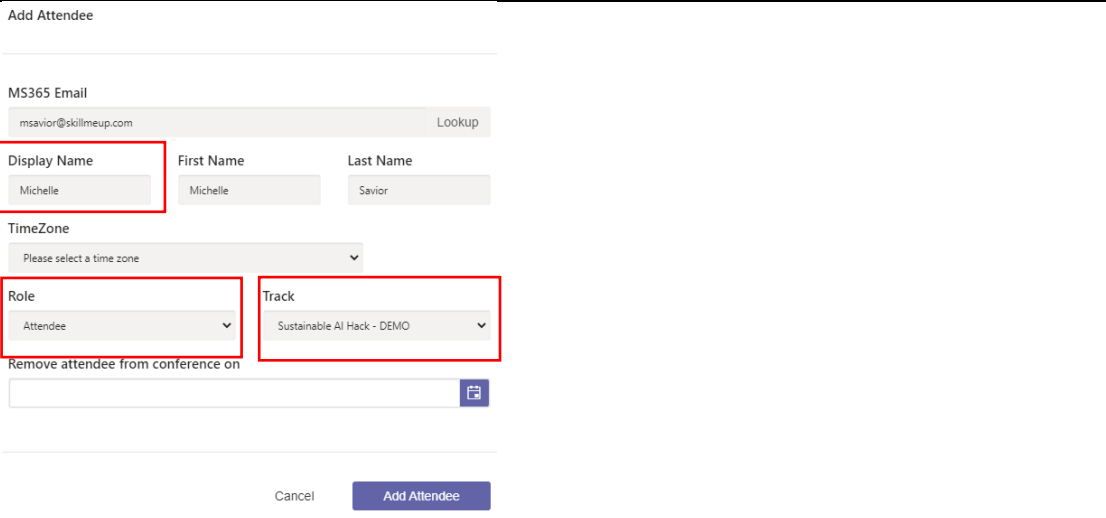
to Verify that it opens and is the correct topic.

Adding coach and attendees using bulk import (max 100 attendees at per import)

Step	Action	Example																
1	Open VCM																	
2	Select the OpenHack from the Choose Conference Dropdown	<div>Choose Conference</div> <div>Sustainable AI Hack - DEMO</div>																
3	Click the Attendee Manager tab	<div>April 14, 2021 9:00 AM - 5:00 PM</div> <div>Export Agenda</div> <div>AdministrationCustomizationSchedulerAttendee ManagerSpeakersReporting</div>																
4	Click Download Template	<div>Add AttendeeDownload TemplateImport AttendeesExport Attendees</div>																
5	Enter Email, DisplayName, FirstName, LastName, Track, Role, AutoRemoveDate (optional), Country (optional)	<table><tr><th>Email</th><th>DisplayName</th><th>FirstName</th><th>LastName</th><th>Track</th><th>Role</th><th>AutoRemoveDate</th><th>Country</th></tr><tr><td>msavior@skillmeup.com</td><td>Michelle S</td><td>Michelle</td><td>Savior</td><td>Sustainable AI Hack - DEMO</td><td>Attendee</td><td></td><td>United States</td></tr></table> <p>Notes:</p> <ol style="list-style-type: none">1. Please ensure track is set to “OpenHack Template”. Be sure to trim any whitespace before or after.2. The display name should include first and last name.3. It is best practice for to add “(Tech Lead)” following their name in the Display Name field. Example: Michelle Savior (Tech Lead). This makes it clear for coaches when looking at their Tables in the monitor group activity menu.4. Be careful to input only the following roles: Attendee, Coach, or Organizer and not to add leading or following white spaces.	Email	DisplayName	FirstName	LastName	Track	Role	AutoRemoveDate	Country	msavior@skillmeup.com	Michelle S	Michelle	Savior	Sustainable AI Hack - DEMO	Attendee		United States
Email	DisplayName	FirstName	LastName	Track	Role	AutoRemoveDate	Country											
msavior@skillmeup.com	Michelle S	Michelle	Savior	Sustainable AI Hack - DEMO	Attendee		United States											
6	Save the file	Note: It is useful to save this for later reference and can also be useful to share with your tech lead for table assignments. Suggest saving this somewhere where you keep files for this specific OpenHack with a name that identifies it as such.																
7	Click Import Attendees	<div>Add AttendeeDownload TemplateImport AttendeesExport Attendees</div>																
7	Select the saved Attendee Import file																	
8	Click Open	<p>Note: If there are any data validation issues a log will appear. If there are no errors a confirmation message will be displayed.</p> <p>Anecdotal Observation: Clicking in the web browser may help speed the process.</p>																

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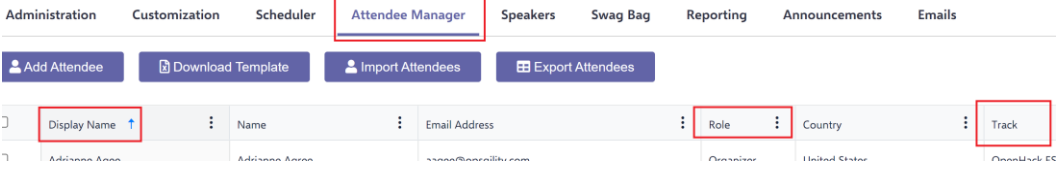
Adding coaches or attendees individually

Step	Action	Example
1	Open VCM	
2	Select the OpenHack from the Choose Conference Dropdown	
3	Click the Attendee Manager tab	
4	Click Add Attendee	
5	Enter Attendee's Email Address in the MS365 Email box & Click Lookup	
6	<p>The Display Name, First Name and Last Name should populate. If not, add these values.</p> <p>Select the appropriate role</p> <p>Select 'OpenHack Template' for track from the drop-down menu.</p> <p>Click Add Attendee</p>	 <p>Note: The display name should be first and last name. In the instance of the Tech Lead, you should add (Tech Lead) after the name. Example: Michelle Savior (Tech Lead).</p>
7	Repeat to add all Coaches, Attendees, or	

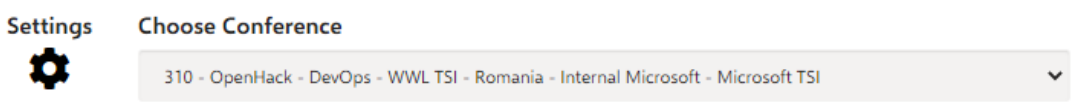
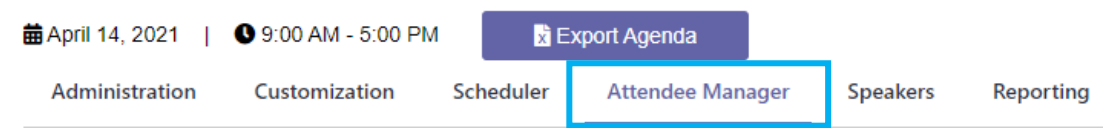
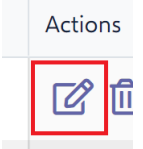
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Organizers as needed

Validate Attendee details submitted either individually or in bulk

1	<p>While in the 'Attendee Manager' tab validate the following:</p> <ol style="list-style-type: none"> 1. Display Name includes first and last name 2. User has appropriate Role 3. Track is set to OpenHack Template for ALL rows 	 <p>Notes:</p> <ol style="list-style-type: none"> 1. In the instance of the Tech Lead, you should add (Tech Lead) after the name. Example: Michelle Savior (Tech Lead). 2. If you need to make updates to any of these values, see the Editing Attendee Information section (below).
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Editing Attendee Information

Step	Action	Example
1	Open VCM	
2	Select the OpenHack from the Choose Conference Dropdown	
3	Click the Attendee Manager tab	
4	While in the 'Attendee Manager' tab, if any edits are needed, select the edit option on the individual.	 <p><u>You may have to zoom out on your browser to view the actions icons.</u> Note: You can also remove users from this menu by clicking the trash can.</p>

5	<p>You can now update the various details for the user.</p> <p>Ex: Display Name, Role etc.</p>	<div><div>Update Attendee v-easbeluthy@microsoft.com</div><div><div>*Changing the Display Name or Role fields will also update them in Azure</div><div><div><div>Display Name</div><div>Erik Asbe Luthy</div></div><div><div>Remove attendee from conference on</div><div></div></div><div><div>First Name</div><div>Erik</div></div><div><div>Last Name</div><div>Luthy</div></div><div><div>Email</div><div></div></div><div><div>Phone</div><div></div></div><div><div>Company Name</div><div></div></div><div><div>Job Title</div><div></div></div><div><div>Role</div><div>Organizer</div></div><div><div>Country</div><div>United States</div></div></div><div><div>Close</div><div>Update</div></div></div></div>
6	<p>While in the 'Attendee Manager' tab, if you need to update the track, select the box next to the individual.</p> <p>Leverage the select all button if multiple users are missing the track.</p> <p>Once checked, scroll all the way down and click the "move all selected users to the selected track" radio button, make sure the selected track is OpenHack</p>	<div><div><div><div><div></div><div>Dis</div></div><div><div></div><div>Adi</div></div><div><div></div><div>Bri</div></div></div><div>Note: There is a "Select All" button at the top left corner of the attendee manager grid.</div></div></div>

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template, and click proceed.

Customization
Scheduler
Attendee Manager
Swag Bag
Reporting
Announcements
Emails

Add Attendee
Download Template
Import Attendees
Export Attendees

<input type="checkbox"/>	Display Name ↑	Name	Email Address	Role	Country	Track	Actions
<input type="checkbox"/>	Amber	Amber Bennett	amberbennett@microsoft.com	Organizer		111 - Erik Test Group	
<input type="checkbox"/>	David Ngo (Strong Tower)	David Ngo	v-dango@microsoft.com	Organizer		111 - Erik Test Group	
<input type="checkbox"/>	eluthy		eluthy@msn.com	Attendee		111 - Erik Test Group	
<input type="checkbox"/>	Erik Asbe Luthy	Erik Luthy	v-asbeluthy@microsoft.com	Organizer	United States	111 - Erik Test Group	
<input type="checkbox"/>	Erik Test Account		erik.asbeluthy@sia-partners.com	Coach	United States	111 - Erik Test Group	
<input type="checkbox"/>	Marco Antonio Delgado Sabatier (ALLYS INC)	Marco Sabatier	v-mdelgadosa@microsoft.com	Organizer	United States	111 - Erik Test Group	

50 Items per page

Add selected users to the selected Track

Selected Track

111 - Erik Test Group

☒ Move all selected users to the selected track.
 ☐ Add a specific number to unassigned users to the selected track.

Selected Track

OpenHack Template

Proceed

Building out the teams/tables within the VCM Conference schedule bulk assignment

Note: Team/Table assignments cannot be made until attendees have been added to the VCM Conference and the Group Session has been added to the VCM Conference Scheduler.

Step	Action	Example
1	Open VCM	
2	Select the OpenHack from the Choose Conference Dropdown	<div> Choose Conference 363 OpenHack Testing Microsoft WWL ESI Serverless Virtual Jun 2021 </div> 





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3	Select the Scheduler tab	<div>AdministrationCustomizationSchedulerAttendee ManagerSpeakersReporting</div>								
4	Click Edit Attendees within your Group Session	<div>Group GroupLevel Team Invite OnlyDeleteEdit</div> <div>OpenHack Testing Microsoft WWL ESI Serverless Virtual 9:30 AM - 5:00 PMJun 2021</div> <div>View Details</div> <div>Edit Attendees</div> <div>Open Team</div> <div>Add Child Activity</div>								
5	Click Download Template Then click Export Available Attendees	<div>Download TemplateImport AttendeesExport Available Attendees</div> <div>Notes: 1. You can use the export file for Available Attendees to populate the email column of the template. 2. If you want a list of <u>ALL</u> Attendees (Inclusive of the coaches and organizers) regardless of assignment status, you can go to the Attendee Manager tab and click export attendees (See below screenshot)</div> <div>August 04, 2021 9:00 AM - 9:00 PMExport Agenda</div> <div>CustomizationSchedulerAttendee ManagerSwag BagReportingAnnouncementsEmails</div> <div>Add AttendeeDownload TemplateImport AttendeesExport Attendees</div>								
6	Enter the Email and Group name for all individuals to add	<table><tr><th>Email</th><th>Group</th></tr><tr><td>testuser@test.com</td><td>Table (1)</td></tr><tr><td>testuser2@test.com</td><td>Table (2)</td></tr><tr><td>testuser3@test.com</td><td>Table (3)</td></tr></table> <div>Note: You should make sure that you have the correct Group name. The default naming convention is 'Table (#)'</div>	Email	Group	testuser@test.com	Table (1)	testuser2@test.com	Table (2)	testuser3@test.com	Table (3)
Email	Group									
testuser@test.com	Table (1)									
testuser2@test.com	Table (2)									
testuser3@test.com	Table (3)									
7	Save the file									
8	Click Import Attendees	<div>Download TemplateImport AttendeesExport Available Attendees</div>								

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9	Select your saved Attendee Import Template	
10	Click Open	

Building out the teams/table assignments individually

Step	Action	Example
1	Open VCM	
2	Select the OpenHack from the Choose Conference Dropdown	
3	Select the Scheduler tab	
4	Click Edit Attendees within your Group Session	
5	Choose which table/team you wish to add attendees to from the dropdown list under "Select a Table to add attendees to"	

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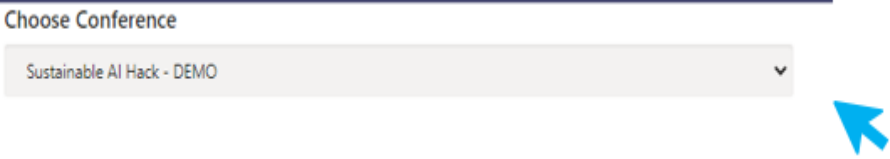

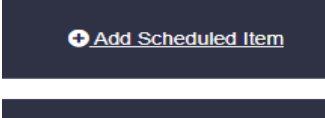
6	Click the box next to each of the attendees that you wish to add to the team/table you have selected	<div><div>Available Attendees</div><div><input type="checkbox"/> Only show major roles</div><div>search</div><table><thead><tr><th></th><th>Display Name</th><th>Email Address</th><th>Role</th><th>A...</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Ed Gale</td><td>edwarg@microsoft.com</td><td>Organizer</td><td><div><div>+</div>Add Attendee to the Session</div></td></tr><tr><td><input type="checkbox"/></td><td>Erik Luthy</td><td>v-easbeluthy@microsoft.com</td><td>Organizer</td><td><div><div>+</div>Add Attendee to the Session</div></td></tr><tr><td><input checked="" type="checkbox"/></td><td>Michelle S</td><td>msavior@skillmeup.com</td><td>Attendee</td><td><div><div>+</div>Add Attendee to the Session</div></td></tr></tbody></table><div><div>1</div><div>50</div><div>Items per page</div><div>1 - 29 of 29 items</div></div></div> <div><div>Notes:</div><div><div>1. Once attendees are assigned to a team/table they will no longer appear in the Available Attendees list.</div><div>2. Coaches and Organizers will remain in the Available Attendees list regardless of being associated with a table or not, this is by design in order to add them to multiple tables.</div></div></div>		Display Name	Email Address	Role	A...	<input type="checkbox"/>	Ed Gale	edwarg@microsoft.com	Organizer	<div><div>+</div>Add Attendee to the Session</div>	<input type="checkbox"/>	Erik Luthy	v-easbeluthy@microsoft.com	Organizer	<div><div>+</div>Add Attendee to the Session</div>	<input checked="" type="checkbox"/>	Michelle S	msavior@skillmeup.com	Attendee	<div><div>+</div>Add Attendee to the Session</div>				
	Display Name	Email Address	Role	A...																						
<input type="checkbox"/>	Ed Gale	edwarg@microsoft.com	Organizer	<div><div>+</div>Add Attendee to the Session</div>																						
<input type="checkbox"/>	Erik Luthy	v-easbeluthy@microsoft.com	Organizer	<div><div>+</div>Add Attendee to the Session</div>																						
<input checked="" type="checkbox"/>	Michelle S	msavior@skillmeup.com	Attendee	<div><div>+</div>Add Attendee to the Session</div>																						
7	Click Add Selected Attendees to Session	<div><div>Add Selected Attendees to Session</div></div>																								
8	Repeat steps 5-7 for all the Teams/Tables	<div><div>Notes:</div><div><div>1. Add Tech Lead to all tables to ensure they have visibility to all teams.</div><div>2. The Project Lead only needs to be added to one team. (It doesn't matter which)</div><div>3. Each coach should be assigned to just the table/s that they are the coach of</div></div></div>																								
9	<div><div>Verify Team setup</div><div>Review each table in the drop-down menu.</div><div>Check that coaches and attendees have been assigned to the appropriate tables.</div><div>No attendees should be listed in the available attendees menu.</div></div>	<div><div><div><div>Download Template</div><div>Import Attendees</div><div>Export Available Attendees</div></div><div><div>Select a Table to add attendees to</div><div>Show all tables (add attendee not available)</div></div><div><div><div>Available Attendees</div><div><input type="checkbox"/> Only show major roles</div><div>search</div><table><thead><tr><th></th><th>Display Name</th><th>Email Address</th><th>Role</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>VCM Admin</td><td>admin@microsoft.com</td><td>Coach</td></tr></tbody></table><div><div>1</div><div>50</div><div>Items per page</div><div>1 - 1 of 1 items</div></div><div>Add Selected Attendees to Session</div></div><div><div><div>Attendees in Session</div><div>search</div><table><thead><tr><th></th><th>Display Name</th><th>Email Address</th><th>Group</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Michael Washam</td><td>michael@opportunity.com</td><td>Table (1)</td></tr><tr><td><input type="checkbox"/></td><td>Michael Washam</td><td>michael@skillmeup.com</td><td>Table (1)</td></tr><tr><td><input type="checkbox"/></td><td>VCM Admin</td><td>admin@microsoft.com</td><td>Table (2)</td></tr></tbody></table><div><div>1</div><div>50</div><div>Items per page</div><div>1 - 3 of 3 items</div></div><div>Remove Selected Attendees from Session</div></div></div></div></div></div>		Display Name	Email Address	Role	<input type="checkbox"/>	VCM Admin	admin@microsoft.com	Coach		Display Name	Email Address	Group	<input type="checkbox"/>	Michael Washam	michael@opportunity.com	Table (1)	<input type="checkbox"/>	Michael Washam	michael@skillmeup.com	Table (1)	<input type="checkbox"/>	VCM Admin	admin@microsoft.com	Table (2)
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CONFIGURING VCM FOR YOUR OPENHACK

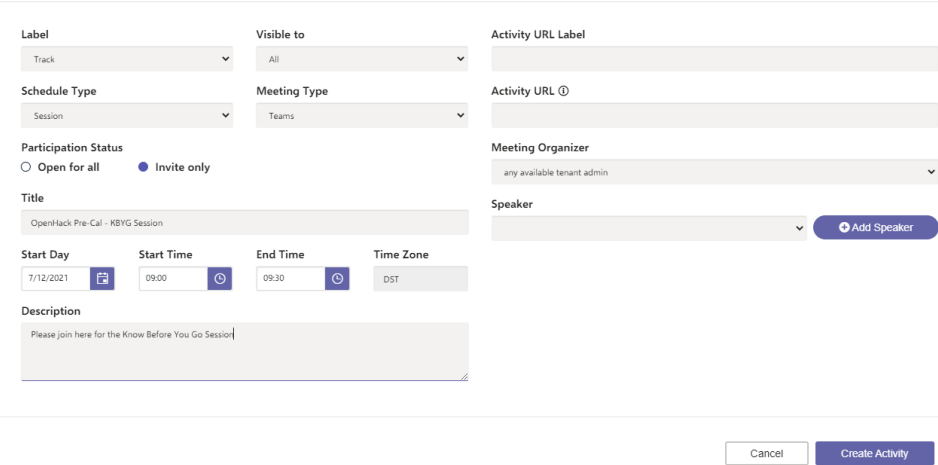
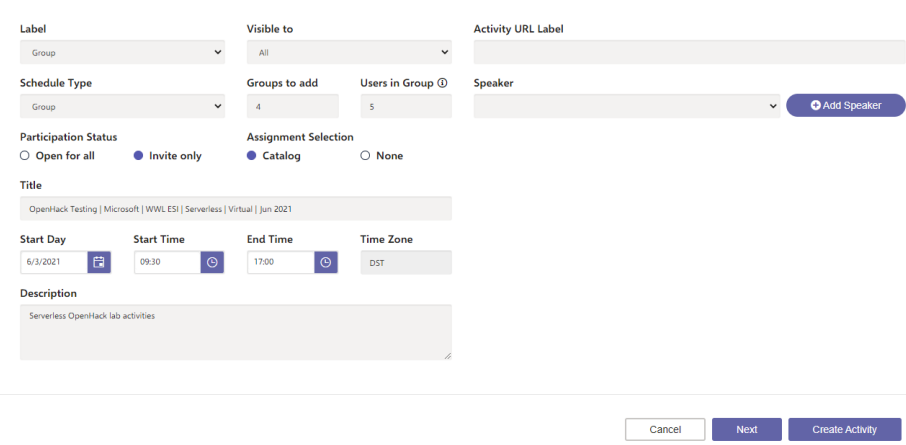
		Note: The value in 'Select a Table...' defaults to all tables, but you can filter the list down to a specific table by using this dropdown.
10	Click Close once complete	

Ad-Hoc Session additions (as needed)

Note: This is for one off sessions or if you needed to re-create any of the activities for some reason but generally is not needed.

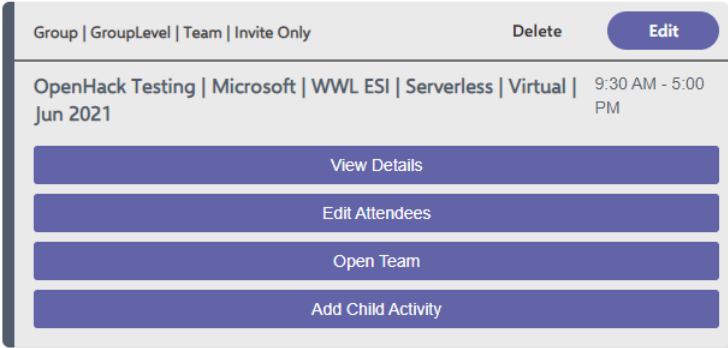

Step	Action	Example
1	Open VCM	
2	Select the OpenHack from the Choose Conference Dropdown	
3	Select the Scheduler tab	
4	Click +Add Scheduled Item	
To set up the OpenHack Pre-Call, Kick-off, Coach Check-ins, and Closing Sessions		
5A	Enter the following information: Label = Track; Schedule Type = Session; Meeting Type = Teams;	

CONFIGURING VCM FOR YOUR OPENHACK


	<p>Participation Status = Invite Only; Title, Start Date, Start Time, End Time, Description</p> <p>*Changing the Visible to field, limits which roles will see the session on their schedule. (Use Coach and Staff for Daily Standups to remove from Attendees' schedule)</p>	<p>Add Scheduled Item OpenHack Accessibility Testing</p>  <p>Note: If you have configured speakers, you can choose the speaker from the dropdown list and click Add Speaker. This will highlight the speaker on the attendee page.</p>
To set up the OpenHack Teams/Tables		
5B	<p>Enter the following information:</p> <p>Label = Group; Schedule Type = Group; Groups to add = number of Teams; Users in Group = number of team members – including coaches &</p>	<p>Add Scheduled Item OpenHack Testing Microsoft WWL ESI Serverless Virtual Jun 2021</p> 

	other staff; Participation Status = Invite Only; Assignment Selection = Catalog; Group Privacy Settings = Public; Title, Start Date, Start Time, End Time, Description	<h3>Group Privacy Settings</h3> <p><input checked="" type="radio"/> The Teams channels created for the groups are public</p> <p><input type="radio"/> The Teams channels created for the groups are private</p>
6	Click Next	
7	Click the box next to the OpenHack lab activity	<p>Add Scheduled Item</p> <p>Catalog</p> <p>microsoft-open-hack-serverless <input checked="" type="checkbox"/></p> <p>Cancel Back Next Create Activity</p> <p>Note: This is only available T-1 week out from the OpenHack and should be completed by Opsgility. This creates this link to the classroom environment for this conference.</p>
8	Click Next	
9	To change the Name on each of the Groups / Tables - click in the gray box and type over the existing naming convention	<p>Add Scheduled Item</p> <p>Group Activity Settings</p> <p>Team Icon Coach Staff Attendee <u>Groups</u> Permissions</p> <p>Group Names</p> <p>Team 01</p> <p>Team Hacks a-lot</p> <p>Table (3)</p> <p>Table (4)</p> <p>Cancel Back Create Activity</p>

CONFIGURING VCM FOR YOUR OPENHACK

10	Click Create Activity	The created session will now appear in the Scheduler: 
11	To add the subsequent group activities (days 2 & 3 of the OpenHack) Click Add Child Activity	

Finally, sync to save all the changes

Step	Action	Example
1	Click Sync Scheduler	

Additional Tool Tasks & References

Microsoft Teams Tasks:

- T-4 Weeks – Once configuration of the Primary VCM Conference is complete, sync the conference and navigate to the WWL Guest Tennant Teams and upload any needed files to the corresponding channels: Coach, Team Specific, and General.
- If you as the Organizer/Project Lead don't have access to the Coach Channel files, follow up with Opsgility via [Zendesk](#). Also, it's a best practice to open the files tab for each Teams channel. This seems to kick off the creation of the file structure. If files aren't immediately available, check back a few minutes later.
- Ignore the staff channel – this is not leveraged for OpenHack
- Tagging in Teams (You can tag Coaches, Organizers, Teams, and specific team members):

Add a subject

@Organizers

@Coach

@Team1

@specific person|