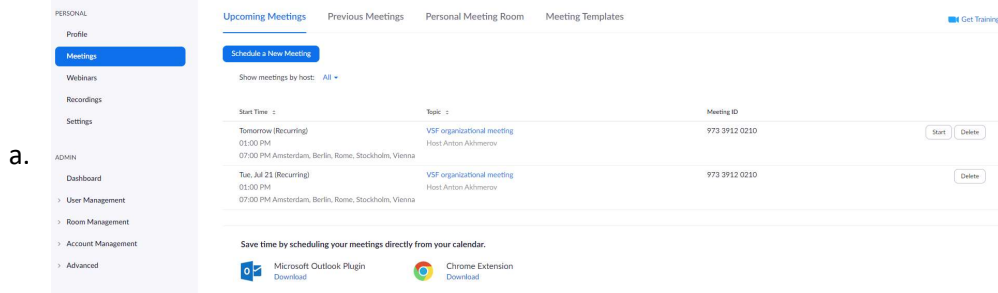


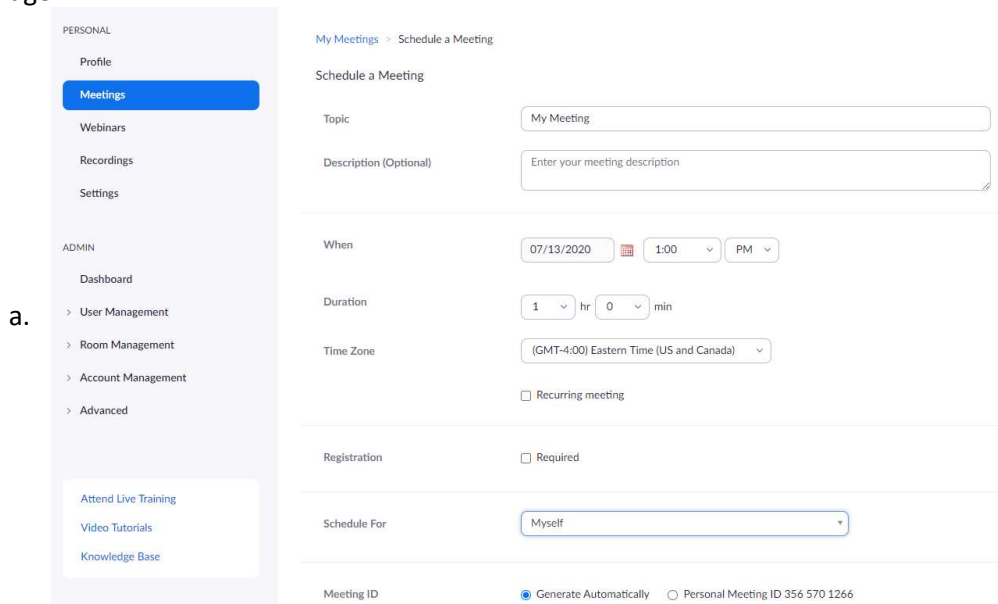
Announcing Seminars

Monday, July 13, 2020 11:59 AM

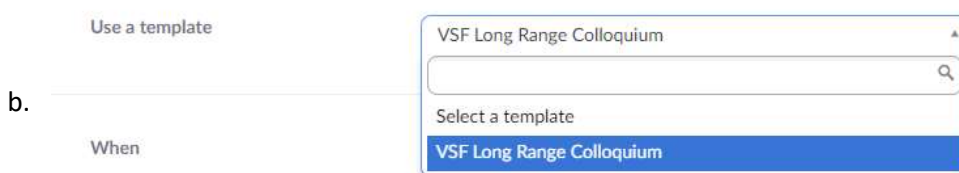
1. Go to <https://virtualseienceforum-org.zoom.us/>
2. Go to "meetings":



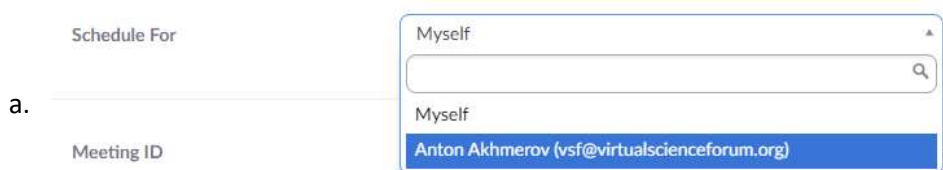
3. Start scheduling a new meeting, this will be nominally scheduling for yourself at first, per this image:



4. Select the correct meeting template:
 - a. If you do not yet have the correct meeting template, make one per the instructions in the section below.



5. Near the bottom there you should see a "schedule for" dropdown menu. Click the menu and click Anton's name (or whatever name is associated with vsf@virtualseienceforum.org):



- b. Should look like this after selection:

c. Schedule For

6. Explicitly set the new date and time, be very careful about the hour zone, and be careful that "recurring meeting" is unselected:

When

Duration hr min

a.

Time Zone

☐ Recurring meeting

7. Make sure your settings are correct in case some are not properly part of the template.

Registration ☒ Required

Schedule For

Meeting Password ☐ Require meeting password

Video Host ☒ on ☐ off

Participant ☐ on ☒ off

a.

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options ☐ Enable join before host

☒ Mute participants upon entry

☐ Enable waiting room

☐ Only authenticated users can join

☐ Breakout Room pre-assign

8. Add yourself as an alternative host:

a. Alternative Hosts

9. Save the meeting
10. At the bottom, click to edit the registration options. They should look like in the images below:

Registration



Registration

Questions

Custom Questions

Approval

☒ Automatically Approve

Registrants will automatically receive information on how to join the meeting.

☐ Manually Approve

The organizer must approve registrants before they receive information on how to join the meeting.

a.

Notification

☐ Send an email to host when someone registers

Other options

☒ Close registration after event date

☒ Allow attendees to join from multiple devices

☐ Show social share buttons on registration page

Add Registration Fields

First Name and Email Address required.

<input type="checkbox"/>	Field	<input type="checkbox"/> Required
<input checked="" type="checkbox"/>	Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Address	<input type="checkbox"/>
<input type="checkbox"/>	City	<input type="checkbox"/>
<input type="checkbox"/>	Country/Region	<input type="checkbox"/>
<input type="checkbox"/>	Zip/Postal Code	<input type="checkbox"/>
b. <input type="checkbox"/>	State/Province	<input type="checkbox"/>
<input type="checkbox"/>	Phone	<input type="checkbox"/>
<input type="checkbox"/>	Industry	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Organization	<input type="checkbox"/>
<input type="checkbox"/>	Job Title	<input type="checkbox"/>
<input type="checkbox"/>	Purchasing Time Frame	<input type="checkbox"/>
<input type="checkbox"/>	Role in Purchase Process	<input type="checkbox"/>
<input type="checkbox"/>	Number of Employees	<input type="checkbox"/>
<input type="checkbox"/>	Questions & Comments	<input type="checkbox"/>

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

c.	Order	Your Questions	Required	
	1	Please confirm you have read the participant instructions: http://virtualseienceforum.org/#/attendeeguide	<input checked="" type="checkbox"/>	Delete
	2	May we contact you about future Virtual Science Forum events?	<input type="checkbox"/>	Delete
	3	How did you hear about the Virtual Science Forum?	<input type="checkbox"/>	Delete

11. Copy the registration link (higher up in the page), NOT the invitation.
12. Go to the relevant pull request in github, and start editing the file for the long range colloquium page
13. You will find a commented set of lines like this:


```
<!-- Registration iframe for coppingasting
<iframe width="100%" height="940" src="<URL>" frameborder="0" marginheight="0"
marginwidth="0" style="overflow-x:hidden"></iframe>
-->
```
14. Copy the middle line beginning with "<iframe" below the abstract of the relevant talk (with a blank line in between).
15. Then paste the registration link text in place of the characters <URL> (keep the quotes around it).
16. At the top of the page, there is an in-page hyperlink to the registration that must be updated
 - a.


```
1 # Long Range Colloquium
2
3 We provide a venue for seminars about latest developments in condensed matter physics and quantum information.
4
5 The colloquium runs every other Wednesday at 1:30 PM ET (19:30 CEST), starting April 15.
6 Attendance is open to everyone, but please [register](#nurit-avraham-weizmann-institute) to attend!
7
```


 - b. take the correct #text link from the table of speakers
17. Commit changes
18. Merge to update the public page
19. Check the public page to verify everything looks correct: https://virtualscienceforum.org/#/long_range_colloquium

Making a meeting template based on previous meetings:

1. Click "previous meetings"
2. Open the one you wish to use as a template
3. Near the bottom there is an option to save as meeting template:

a.

Meeting Options

- ☐ Enable join before host
- ☒ Mute participants upon entry 
- ☐ Enable waiting room
- ☐ Only authenticated users can join
- ☐ Record the meeting automatically
- ☐ Enable additional data center regions for this meeting

[Delete this Meeting](#)
[Save as a Meeting Template](#)

4. Save the template:

a.

Save as a Meeting Template

This template will copy all settings from the original meeting except for Alternative Hosts and Time.

Template Name