Using the Community Feature

Many people don't just go to events for insightful speakers, educational sessionas, and cool lanyards, but rather for the opportunity to build meaningful connections with other attendees. Bizzabo's Community feature allows you to create an environment for your event registrants mingle and network with others in the industry.

🔄 The Community contact information is only synced upon first registration to the community. From that point onwards, it is no longer automatically connected to the "Contacts" section of your event. If an attendee changes their details on their ticket, it will not reflect in the community or vice versa.

How can you add a Community feature to your event?

1. Head over to **Website & Mobile > Community** and mark the Enable event Community box. This will open more options for your communit
   Clicking on the Enable event Community box to get your community going

2. Choose how you would like to add members to the community
   <u>Automatic (Recommended)</u> - When an attendee registers for your event, they are automatically added to your event community
   <u>Manual</u> - Registrants have to actively agree to join in the community network
3. Choose which event registrants can join your commuinity
   <u>Public </u>- Any event registrant can join the community
   <u>Private Community</u> - Only certain ticket holders can join your community

   Membership and Privacy settings lets you to determine who is allowed into your community

4. One way to promote your event is through viral social media. You can choose the default message that you want your community members to use, when sharing your event all over the internet, by clicking on the word "here" at the end of the paragraph

   Choose the message users should use when sharing your event

5. Finally, create the message you want to welcome the new registrants to your community. Make sure that the message fits with the voice of your event, and tells the registrants any important information they may need to know.

Your community is now ready to go! If you want to see what it looks like from the inside, click on the View Community button.

View Community allows you to see what the community will look like for the attendees
How do your attendees join the community?

1. Attendees can access the community by logging in with their email and then going through a two-step verification

2. Attendee are then prompted to complete their profile by filling it out manually or syncing with their Linkedin Data

What can your event attendees do inside the community?

Attendees can search for other attendees by a Group Search, Sort By, or Filter By function. Clicking on "Star" will save the other attendee as a "Starred Connection".

The community homepage works very much like any other social media network

An attendee can 1 on 1 message with another attendee

Messaging other attendees is a great way of networking
Your community is now ready for your event attendees to work the room with other attendees without actually being in the same room.