

Rooms and categories

In Virtual Events, the main stage is where the main event takes place.

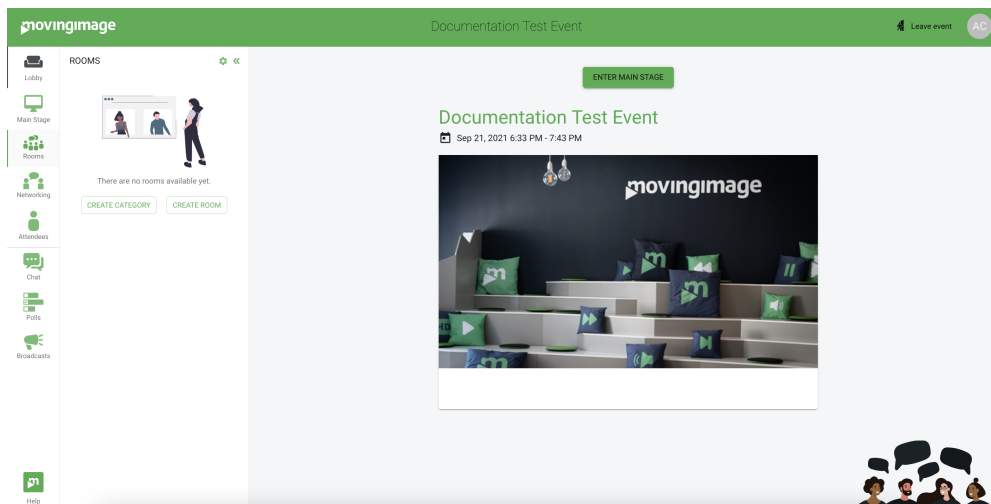
In addition, there are also rooms where attendees can also enter.

You can create simple video call rooms, add a variety and number of embedded applications as well as a whiteboard or collaboration tools.

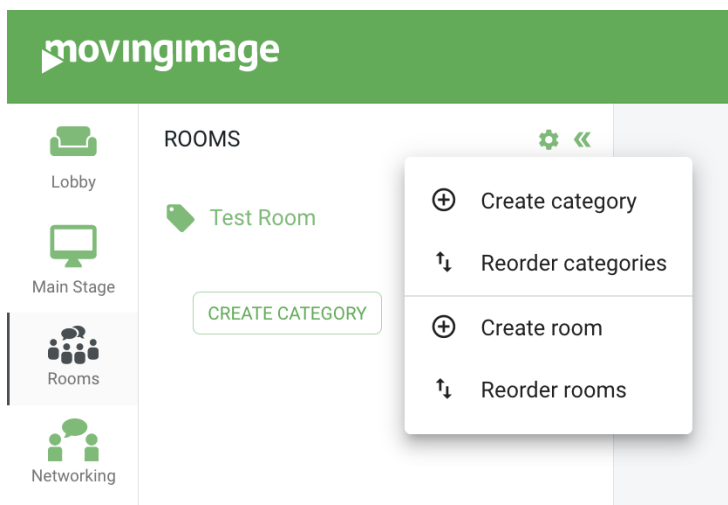
Create rooms

To create a room, you need to be inside your event. If your event is not live, you can use backdoor access.

The rooms tab is found in the left navigation bar. Here, you can create a room using the "Create room" button:



Alternatively, you can use the settings button found in the top of the rooms sub-menu:



After clicking on "create room", give the room a name. Additionally, you can give it a category and description.

Here, you can also customize its look and feel or make further configurations.

As well, you can enable apps and video calls where desired.

More information can be found in this [page](#).

Create new room



DETAILS

APPS

LOOK & FEEL

VIDEO CALL

CONFIGURATION

Room Name *

Test Room

Room description

T **B** *I* U [Link](#)

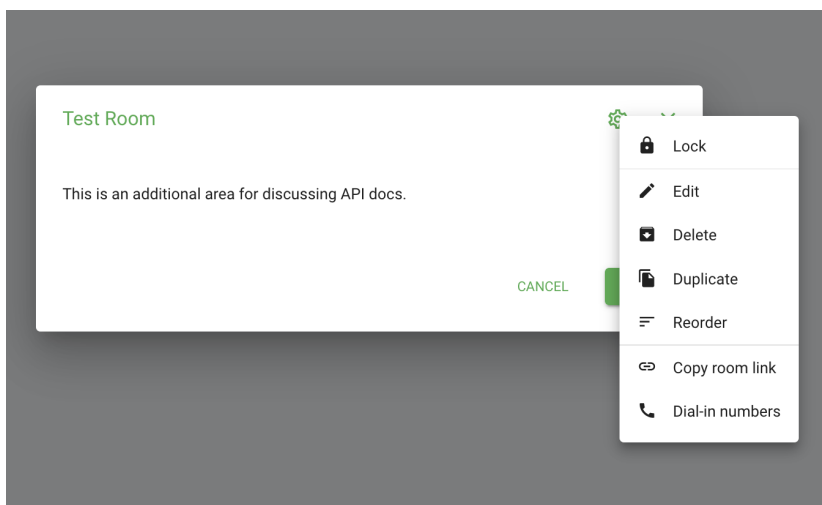
This is an additional area for discussing API docs.

Room category(es)

CANCEL

CREATE

Once the room is created, you can enter the room or modify its settings:



When you create a room, you can set the following properties:

Property	Description
Name of the room	Name
Description of the event	Text that is shown to all attendees before joining the room. Can be rich text (formatting, images videos, links)
Category	Assigns the room to a category. You can select multiple categories or none.
Applications	Enables embeddable applications that attendees can use while together on the same video call.
Capacity of the room	Under the advanced configuration, you can set the limit of attendees that can be connected in this room (note that hosts can enter a room even if its capacity has been reached).
Room URL	Add a custom link to your room instead of the default one.
Tags	Tags that users need to have to access this room.
Video call URL	Add the URL to load balance the video call to another server.

Create categories

Similar to the rooms, you can create a category by being in the rooms area and click the "Create category" button via the settings menu on the top of the rooms pane.

When creating a room, you can set:

Property	Description
Title of the category	Can be shown on the label of the category

Category URL	In case you want to have a custom URL for the rooms inside this category
Attendees can create rooms	Inside this category or not. If the creation of rooms by attendees is enabled, attendees can create a room within this category. You will still have control of your event, but your attendees are free to define the rooms.
Picture of the category card	You can upload an image of your own or select one from pexels.com
Title gradient color and text color	You can customize the title gradient color and text color based on the image of your category.

Once a category is created, it becomes visible in the rooms page. If you right-click on the category, you can edit, hide, delete or reorder the categories.

Add buttons

In the rich text editor, you can add a button that links different rooms and categories within the event.

Specifically, the rich text editor is available in the following areas:

- Rooms description
- Broadcast messages
- Agenda sessions
- Speaker profiles
- Internal lobby page

In the rich text editor, click the last icon and specify your destination.

Description

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Add join button

Button label *

Destination

Lobby

X

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