

Shoreline: S20 Virtual Event Template Tips

Now, when you create a new event in [Shoreline](#), it offers the *S20 Virtual Event Template* as a starting point. This event template is designed to make event entry easier by selecting some common settings for you. For the Spring 2020 quarter, it has been optimized for online programming. (You can change the event type if you are *not* hosting an online event.)

Tips

In **③ Where**, Video Conferencing has been enabled so that you can add a Zoom link. The default is set to *only display the link to users who are registered* for the event and to disable the map display.

Hint: You need to schedule your event separately in Zoom –or– use the event host's Personal Meeting ID. See it.ucsb.edu/zoom for Zoom guidance, including security info to ensure that your event goes smoothly.

In **④ Photo & Flyer**, please upload an event photo. This will make your event much more appealing on the upcoming events slider!

In **⑥ Access & Display Options**, the default is set to *allow registration from UC Santa Barbara Shoreline users* (i.e. students, staff, and faculty with a UCSB Net ID) and to *allow everyone (including people who are not logged in) to see your upcoming event*. Since we have limited the visibility of the Zoom link, this allows the public (including parents) to see upcoming events, but helps ensure that your Zoom link will not be distributed beyond registered guests.

In **⑦ Registration Options**, remember that you can use Shoreline's integrated RSVP management system, or you can select "No" to forward users who click on this calendar item straight to the event URL of your choosing. In other words, even if you are *not* using Shoreline to manage registration and attendance, you can still easily list your events on the Shoreline calendar!

The following defaults has also been set (which you can adjust):

- Users are limited to reserving one seat only (one user can't reserve multiple "tickets").
- The maximum number of attendees that can register is set to 300, consistent with our Zoom Meeting maximum. You can adjust this number downward if your program can

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only accommodate a certain number of people, or upward if you are using a [Zoom Webinar](#) account with a higher capacity.

- Participants will receive an immediate RSVP confirmation email upon registering.
- An event reminder will be emailed to participants one (1) day before the event.
- Event attendees are visible to logged-on attendees only.
- Public comments before and after the event are turned off.
- The feedback request email is turned off (in order to turn this on, you also need to create a feedback survey in Surveys & Forms).

Final Hint: Occasionally, when submitting a new event, the screen appears white. If this happens for several seconds, just click 'refresh' in your browser. Your event information should be saved.

Thanks for using Shoreline! Have a great event.

Additional Support

Email support: shoreline@ucsb.edu

Shoreline video tutorials: sist.sa.ucsb.edu/remote-work

For additional technology tool information, recommendations, and tutorials, visit Student Information Systems & Technology (SIS&T) at <https://sist.sa.ucsb.edu/resources>.