

# Add events to a portal

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With a portal, viewers can register one time and attend any of the events on the portal. After you select a portal layout, start adding events (segments) to your portal from the Manage Segments tab. You can include Live, Simulated Live, and On-Demand (replay) events and include a description for each event you add.

**Note:** An event can be linked to only one portal at a time. If you want to add an event that is used on another portal, go to that portal and remove the event first.

## To add events to a portal:

1. Sign in to the Webcast Admin portal and edit the portal.
2. On the left panel, click the **Manage Segments** tab.
3. At the top right of the tab, click **Add Segments**.

The page lists events that are not linked to other portals.

4. Select the events you want to include and then click **Select Events and Folders**.



The selected events display on the Manage Segments tab under Linked Segments.

Manage Segments for 2021 Technology Conference ho... (514698)

Linked Segments ●

Manage Categories + Add Breakout + Add Segments

Order	Event ID	Event Name	Event Status	Show	Access	Segment ID		
1	514761	Keynote Kickoff	Scheduled for: Tue, Jul 6, 2021 9:30 AM EDT	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	28		
2	514762	The Good, the Bad, and the Ug...	Scheduled for: Tue, Jul 6, 2021 10:00 AM EDT	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	29		
3	514763	Tech break: Can a tech detox ...	Scheduled for: Tue, Jul 6, 2021 1:00 PM EDT	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	30		
4	514766	What Your Product Specs Say A...	Scheduled for: Tue, Jul 6, 2021 11:00 AM EDT	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	31		
5	514767	AI is here to stay, but it's ...	Scheduled for: Tue, Jul 6, 2021 3:00 PM EDT	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	32		
6	514774	AI Bias and How to Prevent It	Scheduled for: Tue, Jul 6, 2021 2:30 PM EDT	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	<span style="background-color: #4CAF50; color: white; padding: 2px 5px;">ON</span>	33		

➔ Back to Summary Save and Continue ➔

5. Click the **Edit** button next to an event to add a description. The description displays under the title of the event on the portal. After adding a description, click **Save Changes**.

Segment 514761 Details

These elements will be displayed in the Segment block on your Portal Landing Page. Add or remove each from the Landing page using Auto Fields in the Segment Builder.

Segment Title: Keynote Kickoff  
 Segment Date: Tue, Jul 6, 2021 9:30 AM EDT  
 Segment Description:

**B** *I* U  $x_2$   $x^2$  **A** **T**

Join Louisa Young for our annual 2021 Technology Conference kickoff! We'll cover the conference agenda and break the audience up into groups for breakout sessions.

Event 514761's Landing Page Content: Provided for reference only + Add to Calendar

Keynote Kickoff  
 Tue, Jul 6, 2021 9:30 AM EDT

Cancel Save Changes

6. Click **Save and Continue** to save the events to the portal.

Once you've added events, you can [sort them into categories](#) and hide or restrict access to them.

Revision #3

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