

# Accessing a Calendar of Events

The Webcast platform allows easy access to a calendar of events to help keep your team organized. The calendar allows you to view a list of Live and Simulated Live events, along with additional event details, sorted by date.

To access the calendar of events, click on the **Calendar** link in the top right of the Webcast platform.



This will launch a monthly calendar view, with the number of events (organized by event type) listed under each day. Click on a day to open a list of scheduled events.

## Calendar

Date Range December 2024 Submit

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 1 Video Bridge 1 Telephone	3 1 VCU 4 Video Bridge 7 Telephone	4 2 VCU 1 Video Bridge 9 Telephone	5 1 VCU 1 Video Bridge 8 Telephone	6 2 Telephone 1 SimLive	7
8 1 Telephone	9 1 VCU 5 Telephone	10 1 Video Bridge 5 Telephone	11 2 VCU 3 Telephone	12 1 VCU 5 Telephone	13 1 VCU	14
15 1 VCU	16 1 VCU 4 Telephone	17 1 Video Bridge 6 Telephone	18 7 Telephone	19 1 VCU 1 Telephone	20	21
22 1 VCU 1 Telephone	23 3 Telephone	24	25	26 1 VCU	27	28
29	30 3 Telephone	31 1 Video Bridge	1	2	3	4

The day view of the calendar will show the events broken down by event type, along with helpful details on the event. Click on the **Event ID** in the left column to access the event.

Event Details - 12/25/2024 12:00:00 AM to 11:59:59 PM (US/Eastern)

Encoder Events

Event ID	Title	Region	Start	End	Client	Audience	Registered Users	Video Size
1700726	Q1 Townhall Meeting	North America	12/25/2024 10:00:00 AM	12/25/2024 10:59:59 AM	pmny001	100	0	1080p

Telephony Events

Event ID	Title	Region	Start	End	Client	Audience	Registered Users
1700728	HR Updates	North America	12/25/2024 2:00:00 PM	12/25/2024 2:59:59 PM	pmny001	100	0

Video Bridge Events

Event ID	Title	Region	Start	End	Client	Audience	Registered Users	Video Size
1700727	Sales Kick-off	North America	12/25/2024 12:00:00 PM	12/25/2024 12:59:59 PM	pmny001	100	0	1080p
1700751	Partner Annual Meeting	North America	12/25/2024 3:00:00 PM	12/25/2024 3:59:59 PM	pmny001	100	0	1080p

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