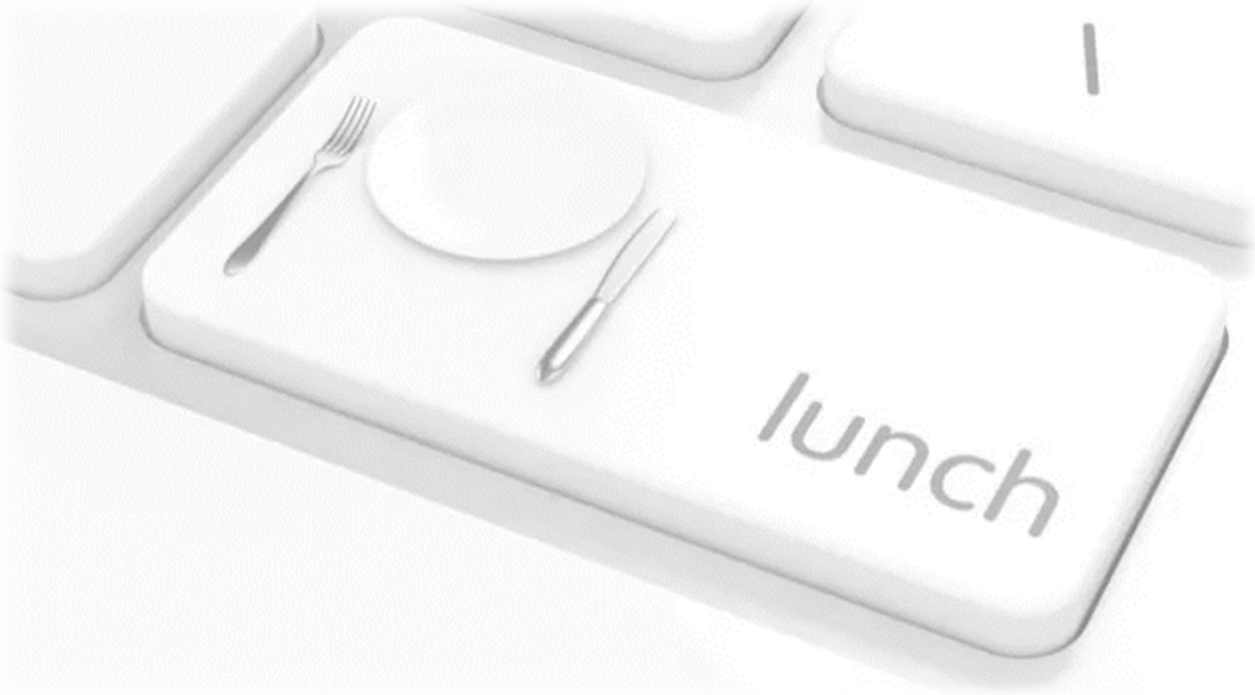
CenterSuite

SIGNET™



CenterSuite Platform
Sept 2021 Lunch-N-Learn

TODAY'S SESSION IS FOCUSED ON

All CSP Users

- General Access Link
  - Existing, New
- Printables
  - Setup & Execution
- Virtual Welcome – MUSIC!!!
- New Calendar View: How do you view?

Native Scheduling Users

- Agenda Templates
  - Setup & Applied
- Agenda: Associated speakers

Agenda Template: Setup

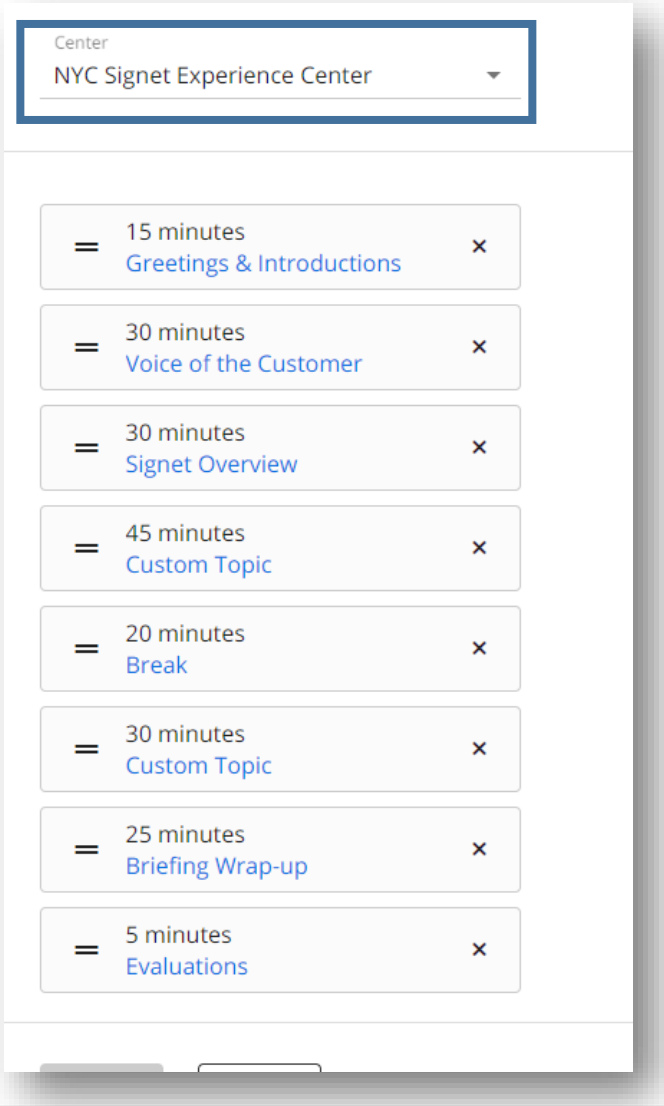
Create a center level agenda template

ACCESS : Program COG → Programs → Agenda Templates

Current Setup
- Set standard **Topics**
- Set standard **durations**
- Set standard **briefing flow**

Set at
- Center
- Internal/External
- Single/Multi-Day

Applied
- New Briefings



Benefits
- Consistent naming
- Consistent duration
- Optimize Scheduling

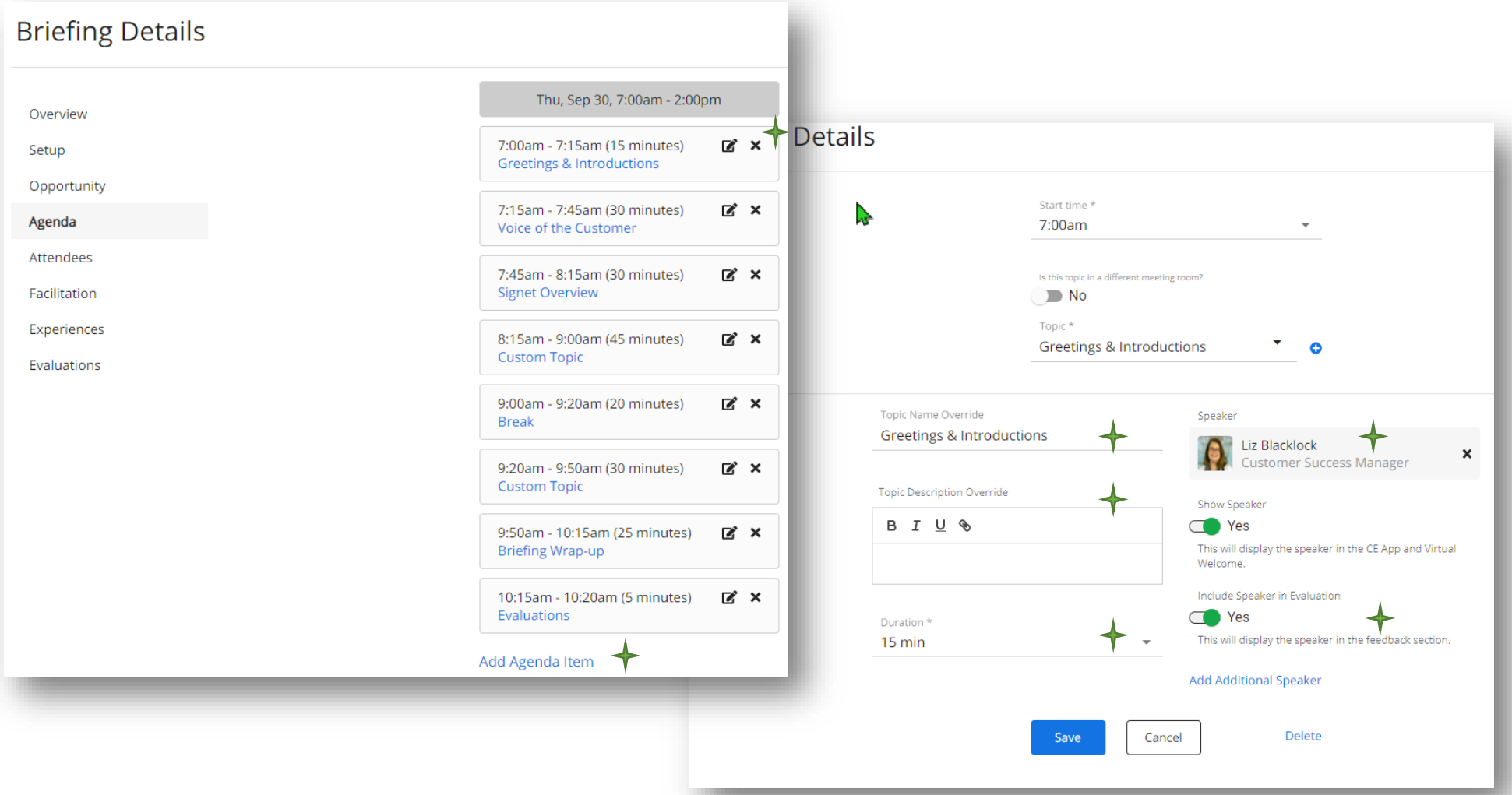
Agenda Template: Applied

Create a new briefing → template is applied

Click Topic Title to
- Edit Topic name, description
- Edit Speaker(s)
- Edit duration
- Set Eval Flag

Click Add Agenda Item
- Add new agenda topics

Click X to delete
- New Briefings

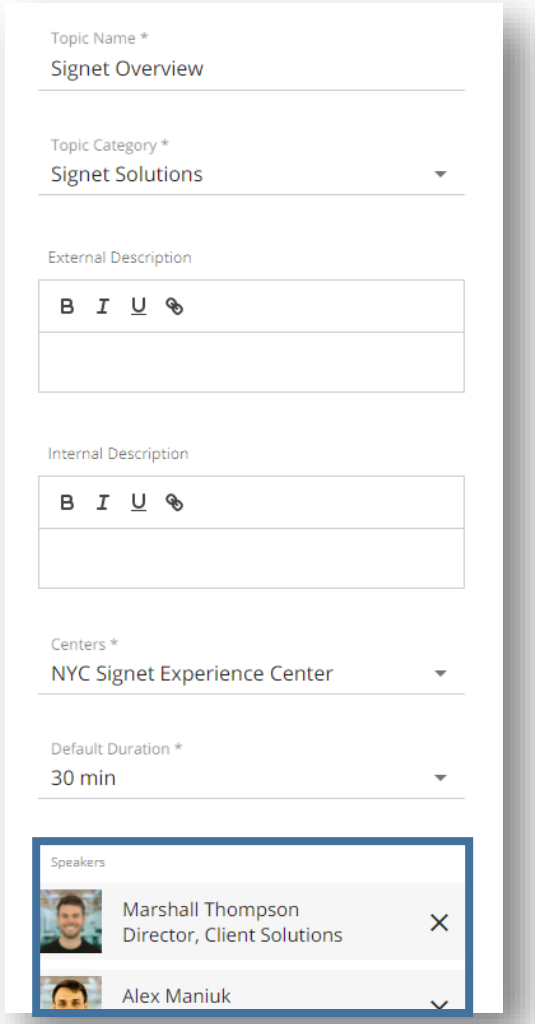


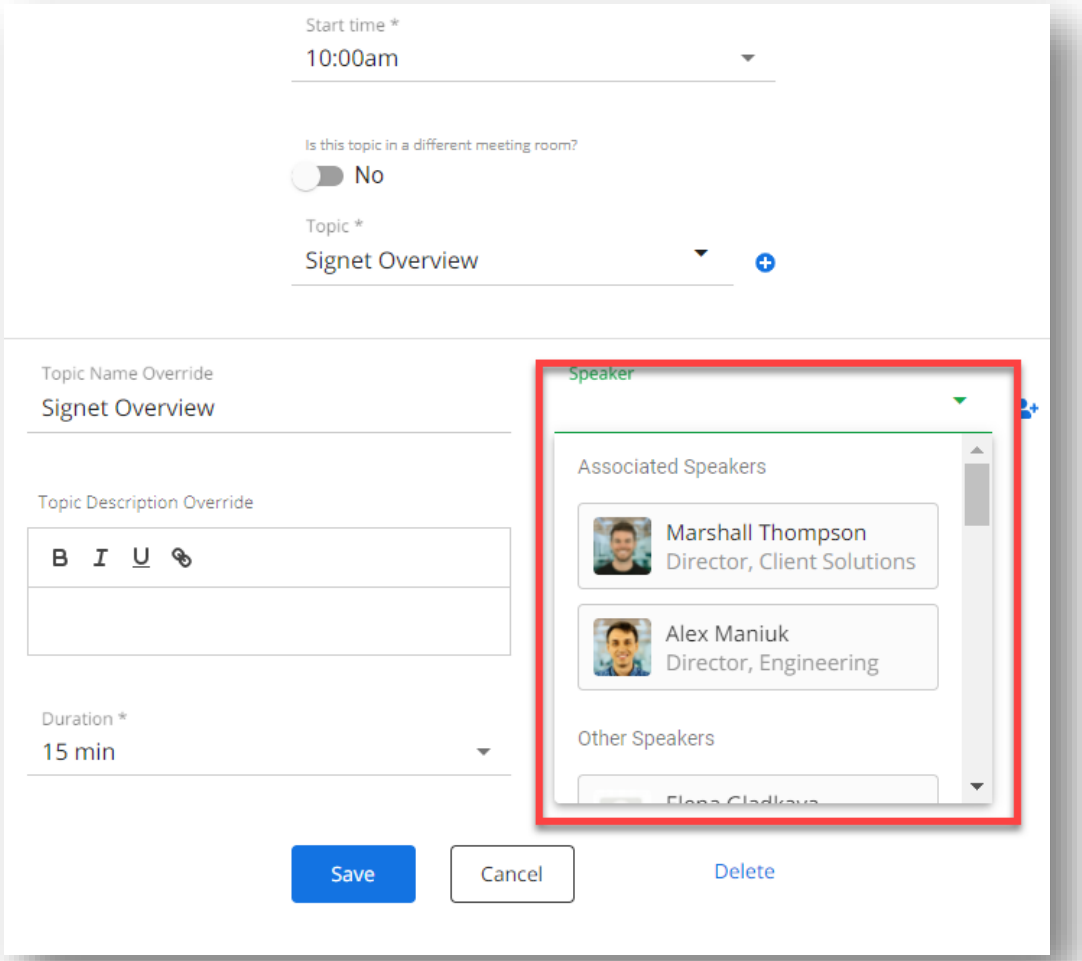
Agenda: Associated Speakers

ACCESS : ENGAGEMENT → SPEAKER

Functionality

Associate speakers to Topics and the platform will recommend associated speakers at the top of the list





General Access

Want to test this out while we review it???

Snap a pic of this QR code to use your phone

-or-

Use the Shareable URL in the chat!

ALL CSP USER FEATURE

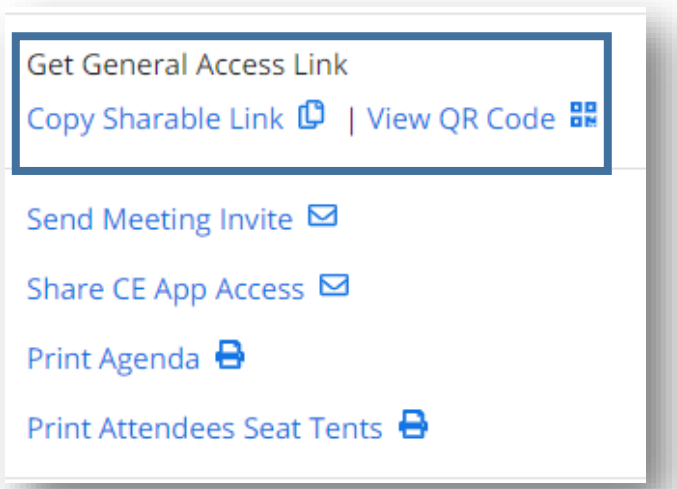
General Access: Already registered

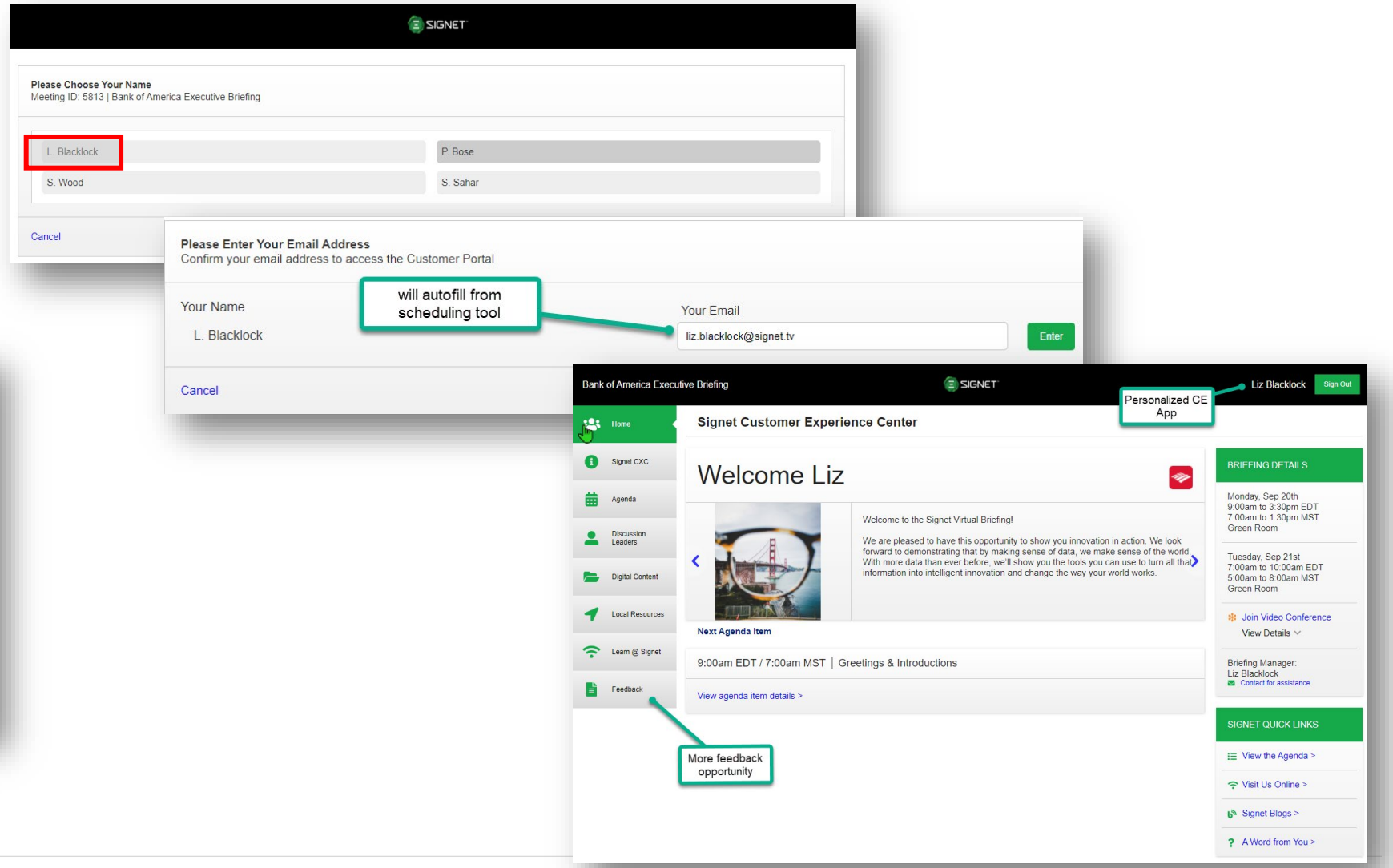
The CenterSuite Platform now offered General Access URL (or QR codes)

ACCESS : BRIEFING OVERVIEW

Get General Access Link (same access point)

- Copy Shareable Link
- View QR Code (download or copy)





ALL CSP USER FEATURE

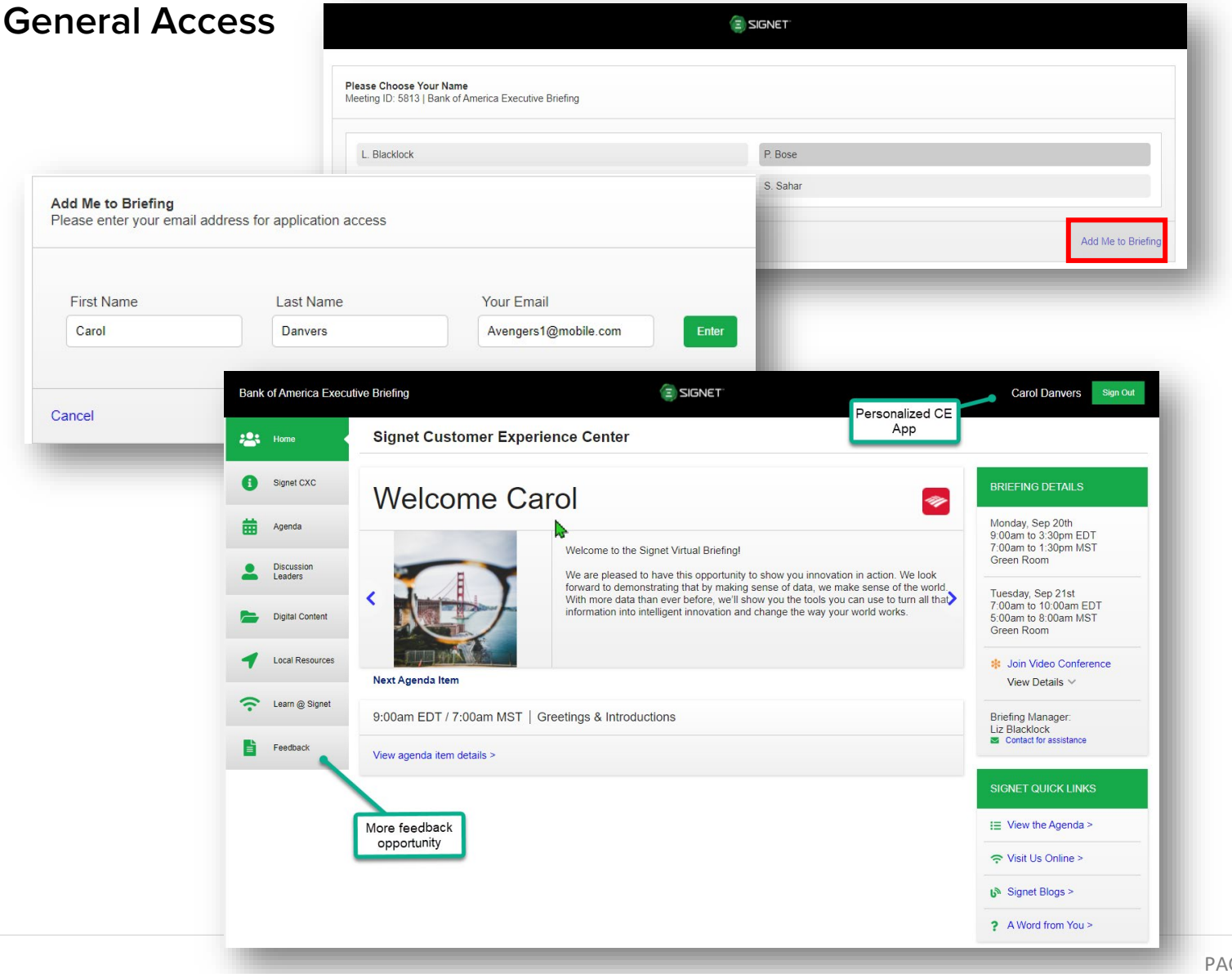
General Access: New Attendee

The CenterSuite Platform now offered General Access URL (or QR codes)

ACCESS : ADD NEW USER

- New User have URL or QR code
  - Clicks Add me to Briefing
  - Adds First, Last, Email
  - CE App opens immediately
- BM notified of user and can revoke user access

Someone new attending?



Printables: Setup

Agenda

ACCESS : Briefing Overview → Print Agenda & Print Attendees Seat Tents

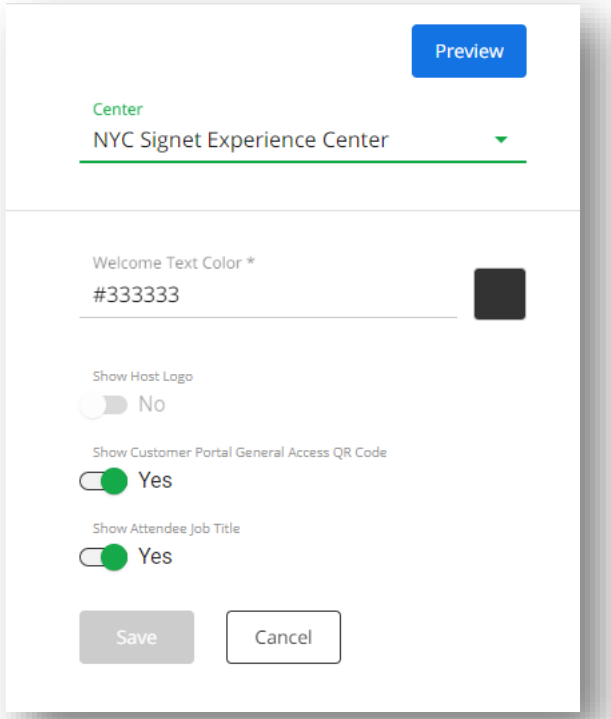
Settings done at the center level

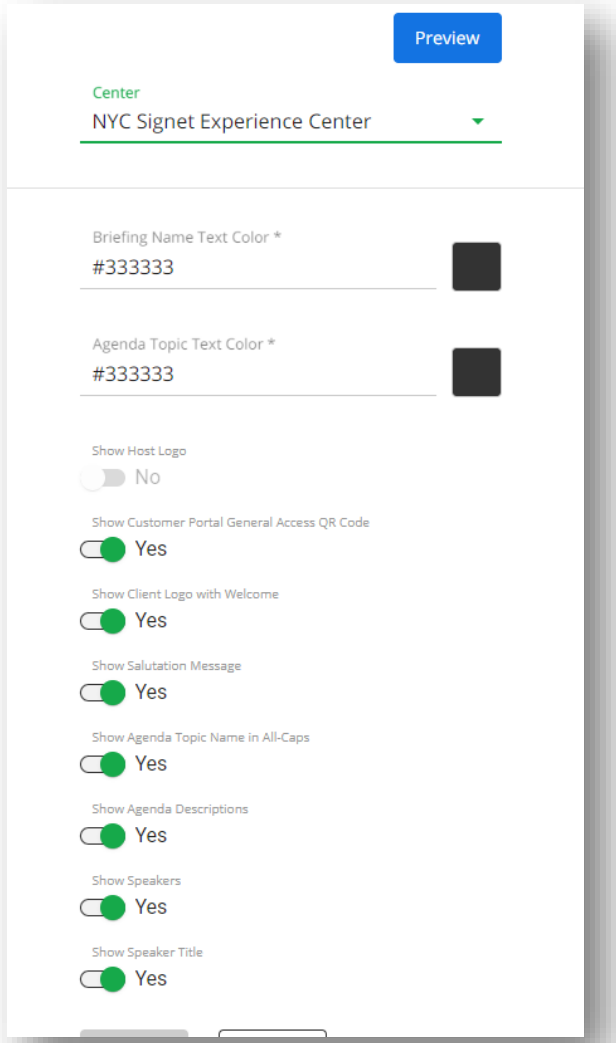
Table Tents

- Show QR Code
- Job Title

Agenda

- Show QR Code
- Client Logo
- Salutation Message
- Show Agenda Topic Name in all caps
- Show agenda descriptions
- Show Speakers
- Show Speaker Title

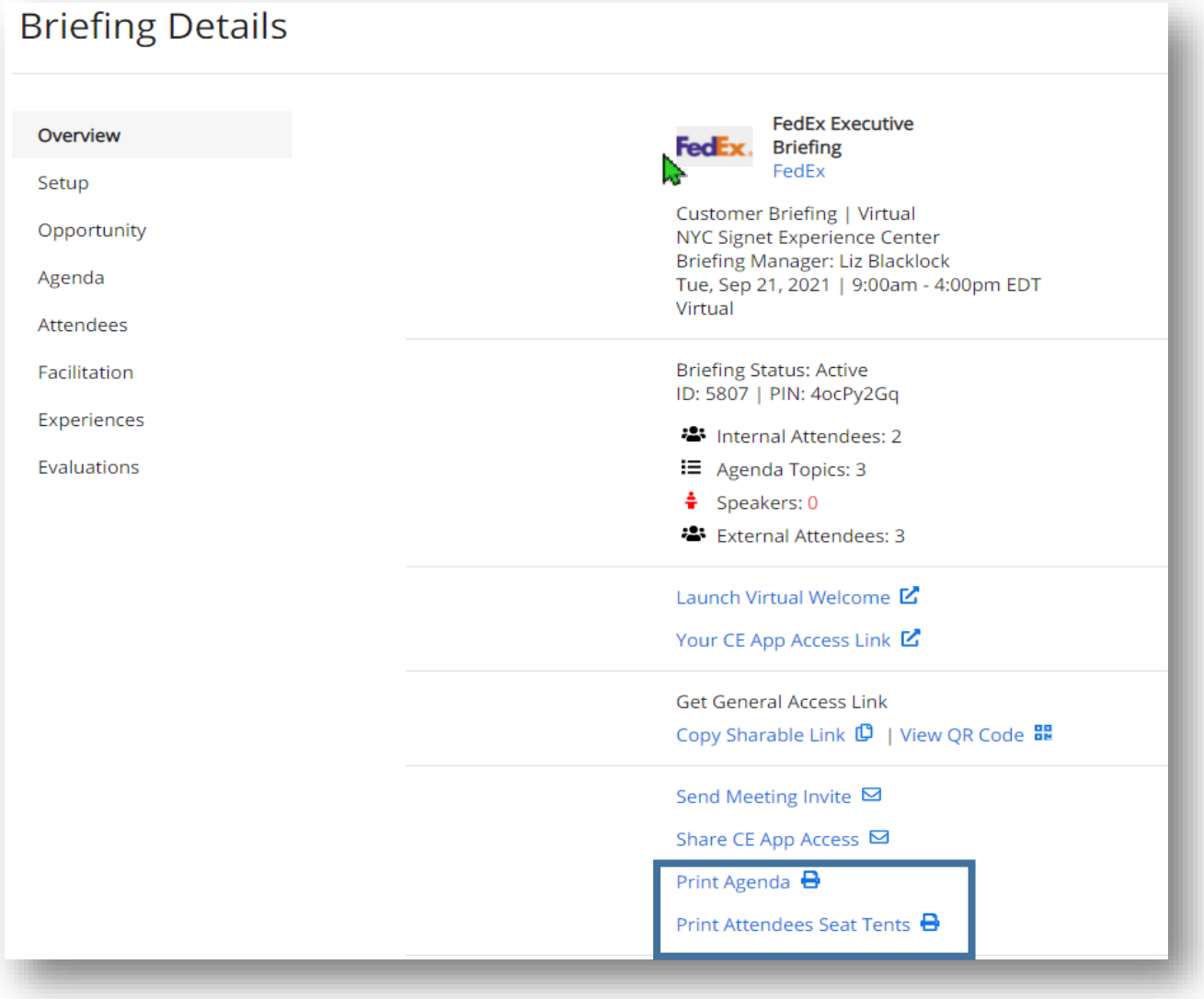




Printables: Execution

Agenda and Table Tents

ACCESS : Briefing Overview → Print Agenda & Print Attendees Seat Tents



ALL CSP USER FEATURE

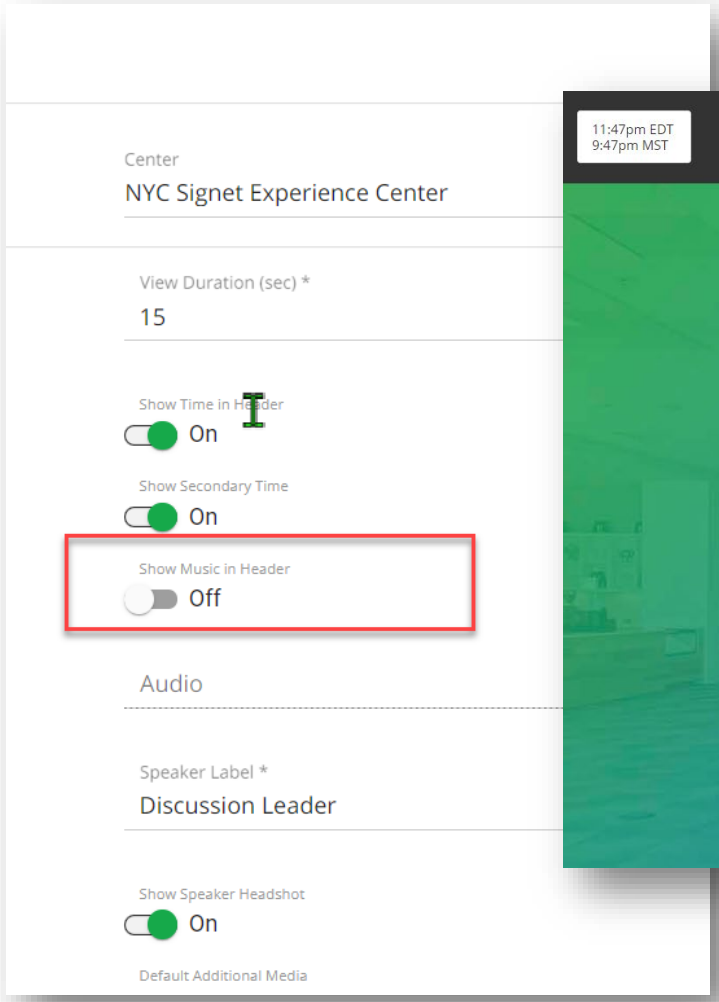
Virtual Welcome: Music

Add music to your Virtual Experience

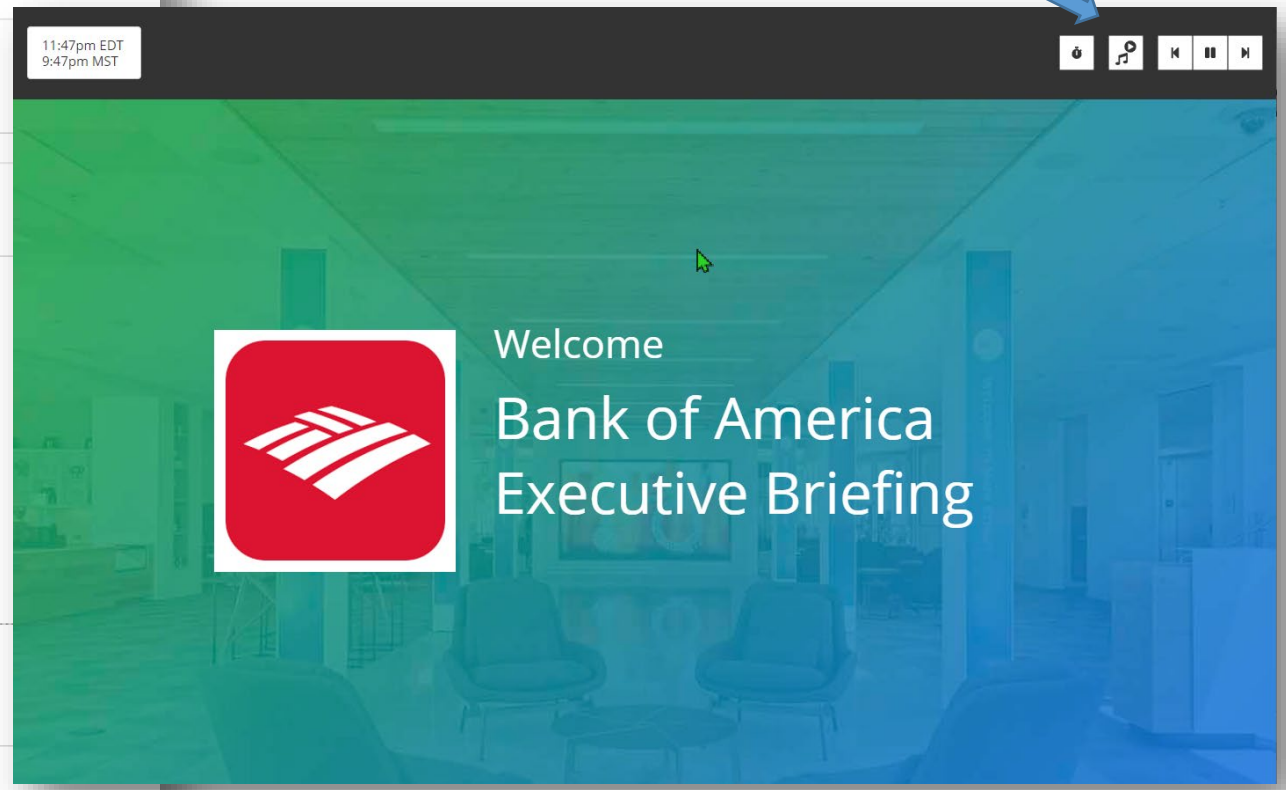
ACCESS : EXPERIENCES → VIRTUAL WELCOME → SETTINGS

Current Musical Options (by Center)

- Clarion Full
- Clarion
- Decide
- Freedom Run
- Fresh Commerce
- Technology
- Upstart



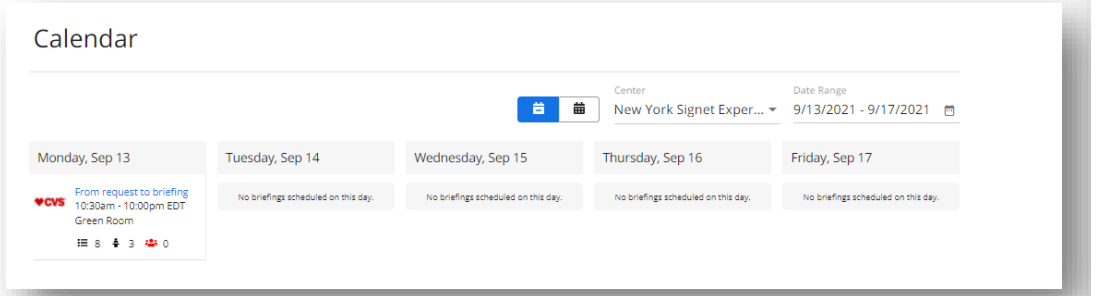
Control the music here!

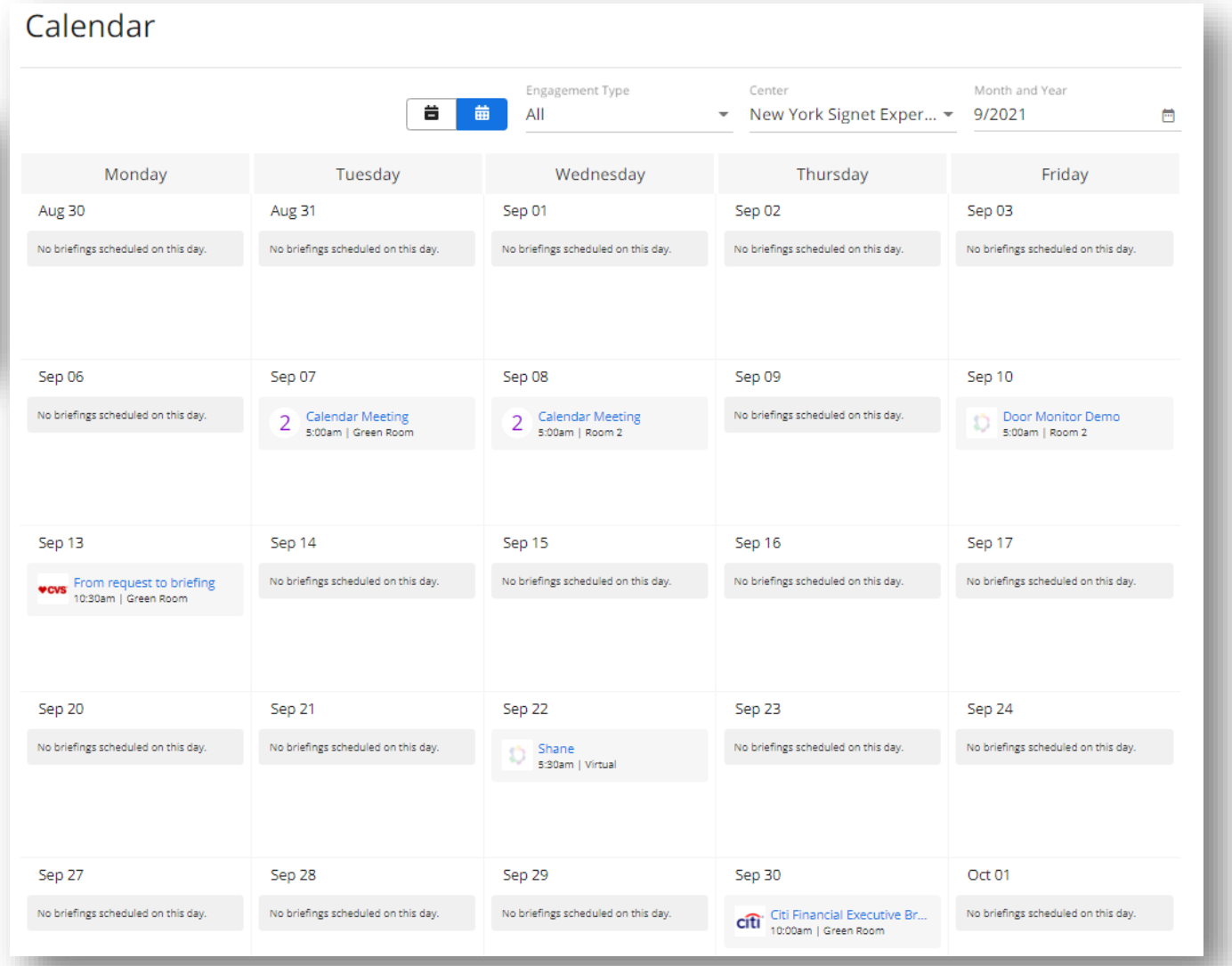


ALL CSP USER FEATURE

How do you view?

Choose between weekly or monthly views





Add'l flags

- Engagement Type
- Center
- Month/Week

Let’s dive in!

Thank You

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