

ADMIN GUIDE

Limeade Communications Events

05.28.2019

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LIMEMADE ONE EVENTS FEATURE

OVERVIEW

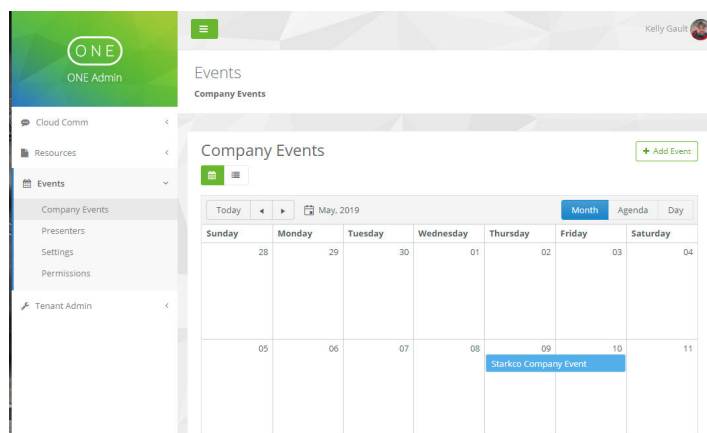
This document is intended to guide Limeade ONE Administrators in the features, capabilities and usage of the new Limeade ONE Events feature available in version 1.66 of the Limeade ONE platform.

LIMEADE ONE EVENTS CAPABILITIES

The limeade ONE Events allows for administrators to manage events, event agendas and agenda sessions. In addition to these capabilities, the Events feature also supports presenter management, file and link resources management, a dedicated permissions model and custom integrations using the Events API.

COMPANY EVENTS CONSOLE





The Company Events console allows for administrators to manage company events for employees. This console includes all that is needed to define an event such as: Agendas, Sessions, Resources, Participants and administrators for specific events.



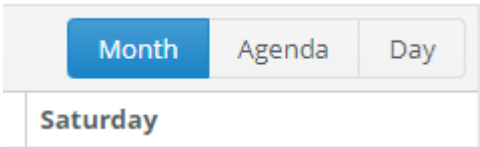
Company Events Calendar View – Events Console

Company Events - Events View

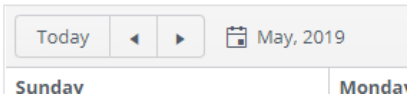
The Company Events console lists existing events in two different modes, the calendar view and the list view mode.

Calendar View Option Toggle	List View Option Toggle
<div>Company Events</div> <div> </div>	<div>Company Events</div> <div> </div>

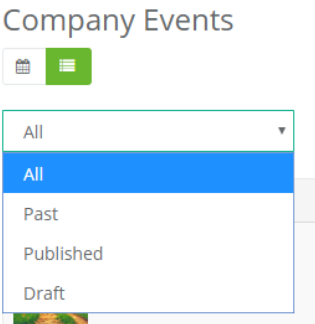
The calendar view mode supports 3 different views that are all based on the selected day. The Calendar views are Month, Agenda and Day.



The views display event entries based selected day which is defaulted to the current day (today). The selected day can be changed by selecting a day in the calendar view or by using today, forward, back or date buttons on the top of the calendar view.

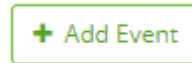


The List view mode simply lists events based on the filter at the top of the console.



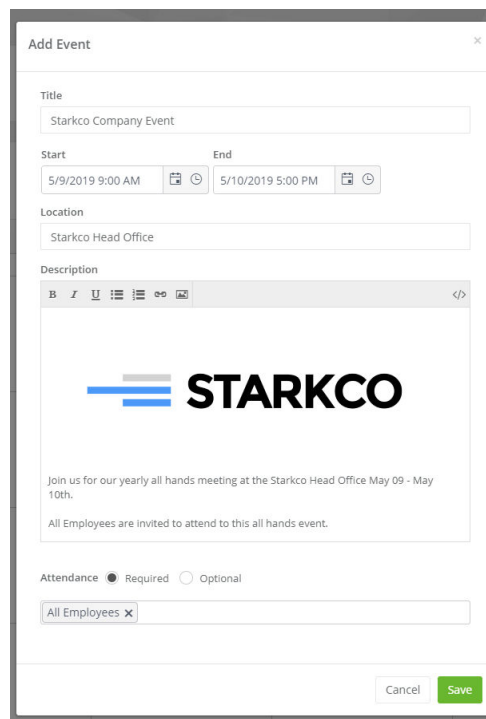
Creating an Event

To create a new event, click the “Add Event” button on the top right side of the Company Events Console.



The Add Event dialogue allows for the following Event properties to be set.

- Title – Title of the Event
- Start - Start date and time of the event
- End – End date and time of the event
- Description – Description of event WYSIWIG editor
- Attendance – Is Attendance Required or Optional. The dropdown allows for selecting an existing group. Group selection can be done later.

A screenshot of the "Add Event" dialog box. It contains fields for Title, Start, End, Location, and Description. The Title field is filled with "Starkco Company Event". The Start field is filled with "5/9/2019 9:00 AM" and the End field is filled with "5/10/2019 5:00 PM". The Location field is filled with "Starkco Head Office". The Description field is a WYSIWIG editor showing the Starkco logo and the text "Join us for our yearly all hands meeting at the Starkco Head Office May 09 - May 10th. All Employees are invited to attend to this all hands event." Below the Description field, there are radio buttons for "Attendance" with "Required" selected. At the bottom, there is a dropdown menu showing "All Employees" and "Cancel" and "Save" buttons.

Add event dialogue – Events Console

Click save to save finish the event creation. After a successful creation the event editor view will be displayed for the newly created event and default to the event details tab.

Events
Company Events

Back to Events

Starkco Company Event

May 9, 2019 9:00 AM - May 10, 2019 5:00 PM

Event details | Agenda | Resources | Participants | Administrators

Title
Starkco Company Event

Start
5/9/2019 9:00 AM

End
5/10/2019 5:00 PM

Location
Starkco Head Office

Description

STARKCO

Event editor view – Events Console

Event Creation Artifacts

The event creation process automatically creates artifacts in the ONE platform to help support your event. The artifacts are:

Event Avatar User

The event cards will all be sent out with the event avatar user as the publisher. You can upload a user profile picture, set a contact email change the display name as desired. To do so navigate to the users console and look for a user with the display name that matches the name of your event.

Edit User

Change Profile Picture

User ID (Email)
0dc407eb-67a5-40e1-8f69-9a6059fedb05_33@events

Contact Email

First Name
events_33

Last Name

Display Name
Starkco Company Event

Phone Number

Override Theme for User

Theme Source
Company default theme

Default Language
English

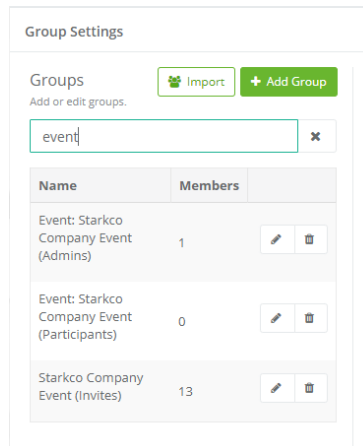
Time Zone
UTC

Close Save

Event Avatar Dialogue – User administration Console

Event Groups

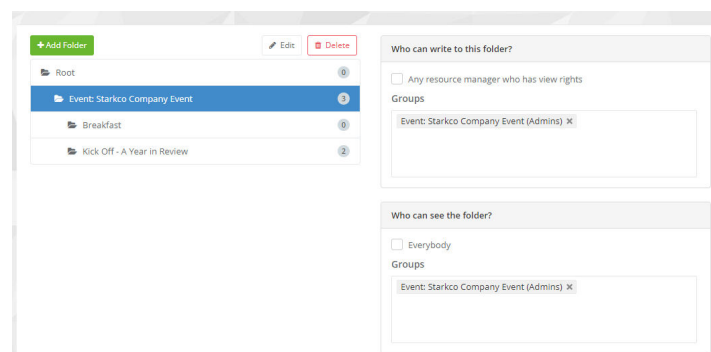
For each event, event groups are created to secure event resource folders, targeted content from the communications console (news, polls, confirmations). Each event creates a group for admins, participants and for all invites. The invites group only created when an event is set to optional.



Event groups – Cloud Comm Groups Console

Event Resource Folders

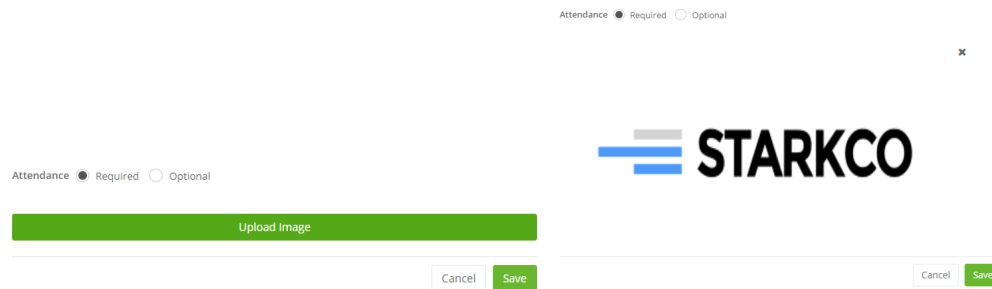
When an event is created, event folders are created in the resources console making an easy place to manage event files and links. The folder is only viewable by the event admins until the event is published at which point, all event participants get access. In addition to an event folder being created each created event session also has a child folder created for all resources related to the session.



Events resources folder – Resources Console

Event Details

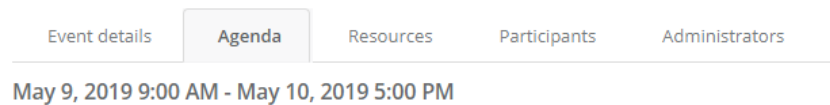
Once an event is added the event editor is displayed and all event properties can be modified from the event details tab. An additional event image property is available in the event details tab allowing for an image to be added which is displayed in the companion event cards and microapps.



The screenshot shows the 'Event Details' tab of the event editor. At the top, there is a header with the STARKCO logo and a close button (X). Below the header, there is a section for 'Attendance' with two radio buttons: 'Required' (selected) and 'Optional'. Below this is a green 'Upload Image' button. At the bottom, there are 'Cancel' and 'Save' buttons.

Managing Event Agendas

In the event editor, the event agenda can be managed by clicking the agenda tab.

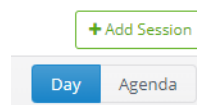


The screenshot shows the 'Event Agenda' tab of the event editor. At the top, there is a header with the STARKCO logo and a close button (X). Below the header, there is a section for 'Attendance' with two radio buttons: 'Required' (selected) and 'Optional'. Below this is a green 'Upload Image' button. At the bottom, there are 'Cancel' and 'Save' buttons.

The agenda editor has two different views:

The day view filter displays the agenda sessions for the currently selected date as a hourly day calendar view.

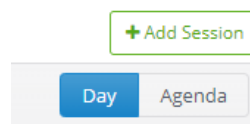
The agenda view displays all sessions defined in the agenda for the current event.



The screenshot shows the controls for the agenda editor. At the top, there is a green '+ Add Session' button. Below it, there are two buttons: 'Day' (selected) and 'Agenda'.

Adding Agenda Sessions

To add a new session to an agenda, click the add session button on the top right of the agenda tab.



The screenshot shows the controls for the agenda editor. At the top, there is a green '+ Add Session' button. Below it, there are two buttons: 'Day' (selected) and 'Agenda'.

The Add Event dialogue allows for the following event properties to be set.

- Title – Title of the session
- Start – Start date and time of the session
- End – End date and time of the session
- Location – Location of the session
- Description – Description of session
- Presenter – Optional presenter for the session. Presenters are managed via the Presenters console.

Add session dialogue – Events Console

Session Management

Existing sessions can be managed by selecting the desired session from the agenda tab and modifying its properties on the session panel. The session panel provides additional supporting file and link addition and management for session attendees.

Session management – Events Console

Event Resources

The event resources tab allows for links and files to be shared for event attendees. The resources are accessible via the companion event micro-app.

Starkco Company Event

May 9, 2019 9:00 AM - May 10, 2019 5:00 PM

Event details | Agenda | **Resources** | Participants | Administrators

Files

Upload

<input type="checkbox"/>	Name	Size	Date	Downloads
<input type="checkbox"/>	Agenda.pdf	188.3 KB	12/31/1969	0

Links

Add Link

<input type="checkbox"/>	Title	Url	Date
<input type="checkbox"/>	Event Location	https://goo.gl/maps/b7K4zKsrx3v62rzr5	12/31/1969
<input type="checkbox"/>	Hotel Info	https://www.hotelinfo.com/CompanyGroupCode/?code=Starkco	12/31/1969

Resource management – Events Console

Invite Management

When an event is set to optional for attendance the invited users tab is available allowing for employees to be invited. Employees can be invited individually or by group. Invited users will be sent an event invitation card indicating they have been invited and will be prompted to RSVP their plan to attend.

Starkco Company Event

May 9, 2019 9:00 AM - May 10, 2019 5:00 PM

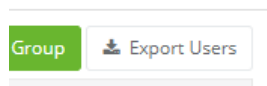
Event details | Agenda | Resources | **Invited Users** | Participants | Administrators

Add User | Add Group | Export Users

<input type="checkbox"/>	Name	User ID (Email)
<input type="checkbox"/>	Daniel Martinez	demo_danielmartinez@starkco.com
<input type="checkbox"/>	Finance	demo_finances@starkco.com
<input type="checkbox"/>	Human Resources	demo_hr@starkco.com
<input type="checkbox"/>	Jean Nelson	demo_jeannelson@starkco.com
<input type="checkbox"/>	Kelly Gault	kellygault+starkco@gmail.com
<input type="checkbox"/>	Layla Haddad	demo_laylahaddad@starkco.com
<input type="checkbox"/>	Starkco Company Event	0dc407eb-67a5-40e1-8f69-9a6059fedb05_33@events

Invitee management – Events Console

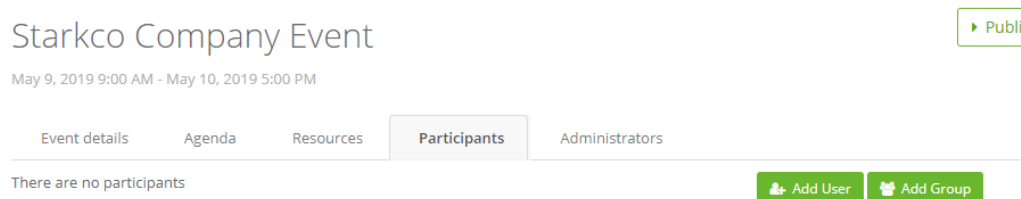
Invited employees can be exported by using the export users button.



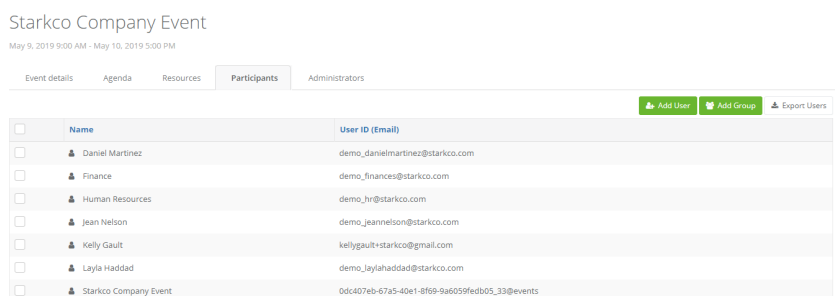
When an employee agrees to participate by RSVP either by card or microapp, they will be added to the participants tab and be removed from the invited tab.

Participants Management

The participants tab enables participant management. Employees can be invited to the event by adding individual users or by adding a group of users.

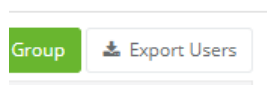


Participant management – Events Console



Participant management – Events Console

The participant tab also allows the participant list to be exported using the export users button.



***Note** that if adding users by group in the participants or invited users, the current membership of the group will be added as individual users. If the group membership changes after the group is invited, group membership changes will not be reflected in the participant or invited list.

Administrator Management

The administrators tab permits the granting of event specific administrator rights. This grants access to only the selected event if the user is not an events administrator.

Event details

Agenda

Resources

Invited Users

Participants

Administrators

Add User

Add Group

Export Users

<input type="checkbox"/>	Name	User ID (Email)
<input type="checkbox"/>	<div><div></div>Daniel Martinez</div>	demo_danielmartinez@starkco.com

Event administration management – Events Console

PRESENTER CONSOLE

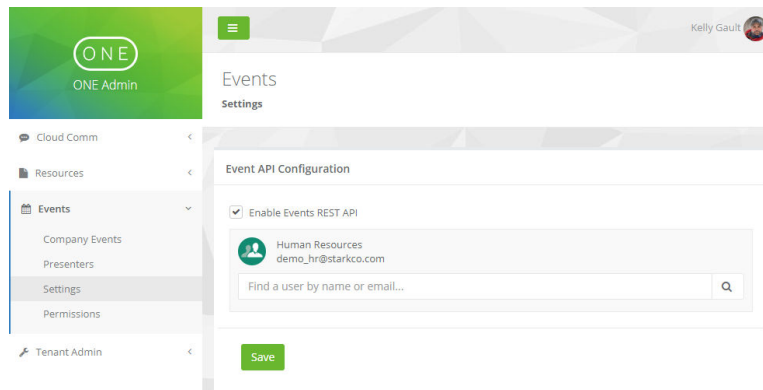
The presenter console allows administrators to manage event presenters for all events. Presenters can be selected for specific event sessions.

The screenshot shows the ONE Admin interface for managing event presenters. On the left is a sidebar with navigation links: Cloud Comm, Resources, Events (expanded), Company Events, Presenters (selected), Settings, Permissions, and Tenant Admin. The main content area is titled 'Events' and 'Presenters'. It features a search bar, a list of presenters (Henry Albrecht and Laura Hamill), and a form to add a new presenter. The form includes fields for Name, Bio, and an Upload Image button. The bio field contains a rich text editor with the text: 'Henry founded Limeade in 2006 and has led the company from an idea in his basement to a high-growth, industry-leading SaaS employee engagement company that serves some of the smartest companies in the world.'

Event Presenter Console – Events Console

SETTINGS CONSOLE

The Settings console provides the ability to enable the events API and to which user all API event data should be used.

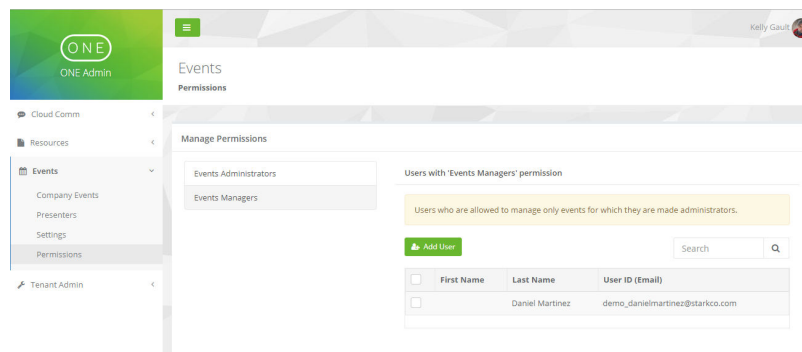


Event Settings Console – Limeade ONE Admin

PERMISSIONS CONSOLE

The Permissions console provides the ability to grant users specific permissions for events feature. There are two permission levels for the events console:

1. Event administrators – Permits ability to edit
2. Event Managers



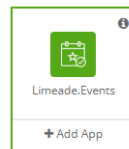
Event Permissions Console – Limeade ONE Admin

EVENTS EMPLOYEE EXPERIENCE

The Limeade ONE Events feature comes with two companion cards and one companion microapp that provide the end user experience.

EVENTS MICROAPP

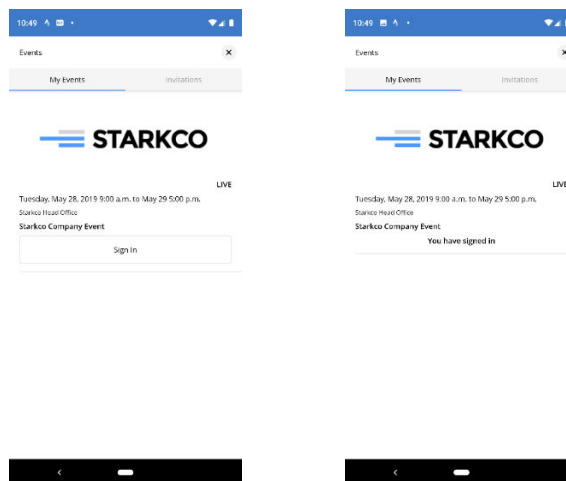
The events companion microapp enables employees to access all event related content that they are permitted to see. This includes invitations, enrolled events, sessions, agendas, resources attendees and presenter bios and provides the ability to sign into the event and sessions. To deploy the microapp, add the “Limeade.Events” MicroApp.



Limeade.Events MicroApp – Assign Apps

My Events

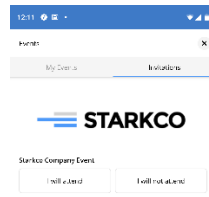
The My Events tab is the view on the home screen of the Limeade Events MicroApp. This screen displays all events an employee is participating in. Tapping the event will present the user with the event detail view. When an event is live employees can sign into the event which will display them as a participant for the event.



My Events Tab Home Screen – Events MicroApp

Invitations

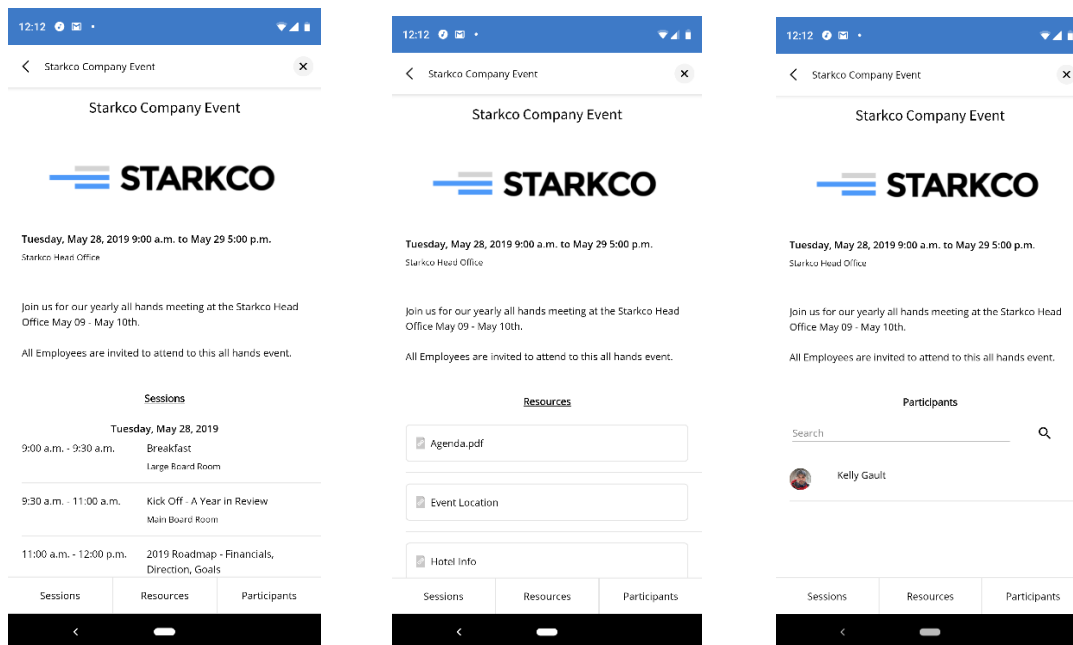
The Invitation tab displays all events the employee is invited to, allowing the employee to RSVP their attendance.



Events Invitation Tab Home Screen – Events MicroApp

Event Details Screen

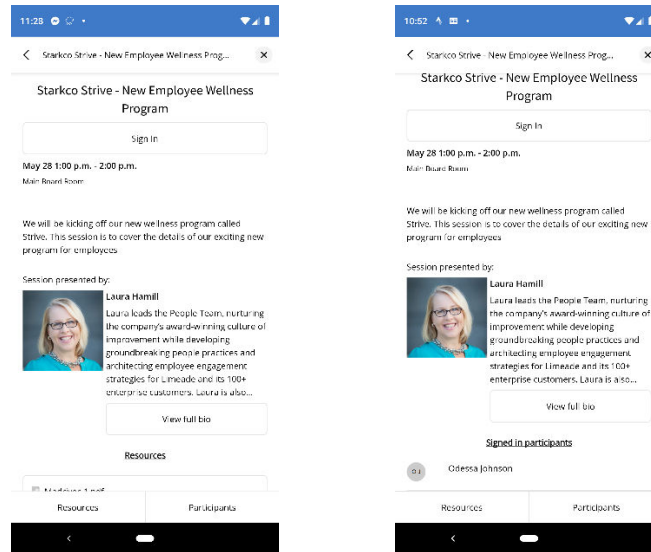
The Event details screen provides employees with all relevant details for the event such as: event description, event session, resources and participants. Tapping a session in the sessions view will navigate the employee to the session details screen.



Event Detail Screen – Events MicroApp

Event Details

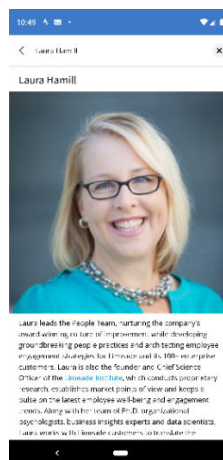
The event details screen displays all related information for a specific session such as: session description, session presenter, provides access to all employees signed into the session and related session resources. Tapping the presenter bio button navigates the user to the presenter's full bio while tapping the session sign in button will sign the employee into the session.



Session Detail Screen – Events MicroApp

Presenter Bio

The presenter bio screen displays the full bio of the selected presenter, permitting easy access to presenter details, profile image along with contact and social information.

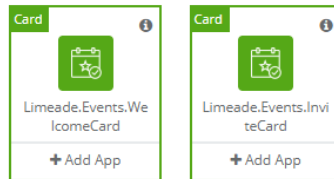


Presenter Bio Screen – Events MicroApp

EVENT CARDS

In addition to a MicroApp the events feature has two companion cards. The cards are the welcome card and the invitation card. To deploy the cards to your employees, deploy the following two card instances:

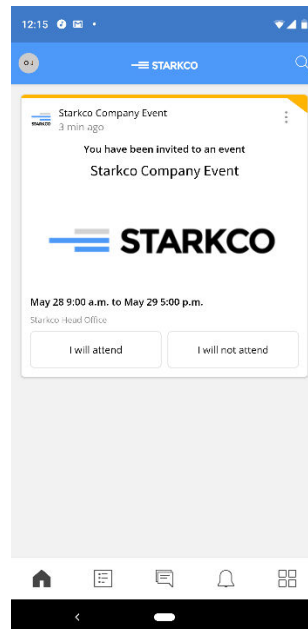
1. Limeade.Events.InviteCard
2. Limeade.Events.WelcomeCard



Event Cards – Assign Apps

Event Invitation Card

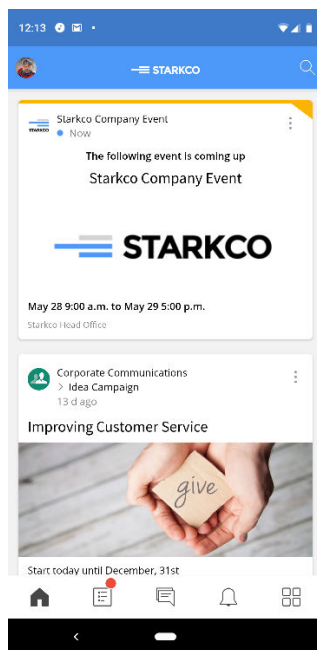
The event invitation card shows in an employees feed when they have been asked to optionally attend an event. If participants are required participants, this card will not display in their feed. The card allows employees to RSVP their attendance directly from the card.



Events Invitation Card

Event Welcome Card

This card is displayed in an employee's feed to remind them of the upcoming event. The important card is updated to remind the participants on the following interval: 1 week, 5 days, 3 days, 1 day, day of event.



Events Welcome card

EVENTS API

The Events feature has a fully featured API allowing for integrations with other systems. For details on the API visit <https://one.sitrion.com/swagger/ui/index#/Events> or consult with your Limeade account manager.

Events			Show/Hide	List Operations	Expand Operations
GET	/api/events/my	Returns all events for the currently logged in ONE user.			
POST	/api/events/my/{eventId}/accept	Accepts an event invitation for the current ONE user.			
POST	/api/events/my/{eventId}/refuse	Refuses an event invitation for the current ONE user.			
POST	/api/events/my/{eventId}/sign-in	Sign's in the current ONE user to the specified event.			
GET	/api/events/my/{eventId}/signed-in	Get list of users that are signed in .			
POST	/api/events/my/{eventId}/sessions/{sessionId}/sign-in	Sign's in the current ONE user to the specified event session.			
GET	/api/events/my/{eventId}/sessions/{sessionId}/signed-in	Sign's in the current ONE user to the specified event session.			
GET	/api/events/settings				
POST	/api/events/settings				
GET	/api/events	Returns all events for this company.			
POST	/api/events	Will add the requested event			

KNOWN ISSUES

There are a few known issues that will be resolved in a future release:

1. Inline images for events and session descriptions are currently not working properly.
Administrators that set an inline image will notice the image will disappear after some time.
2. Some mobile apps are losing text rendering when navigating through the events MicroApp.
Employees should exit the app and re-enter to see the missing text.
3. Session sign in button does not change state when an employee taps the sign in button to sign into a session. The employee does get signed in, but the button does not reflect the changed state.
4. Once signed into an event, tapping the participants button on the event details screen will generate an error.