

Virtual Events and Video Links

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Every event on Heylo can have a video link. The link is only visible to attendees 30 minutes before the event starts, and is not accessible to attendees after the event ends. Hiding the link helps keep it secure for future use and reduces spammers. Furthermore, if a host needs to change a link before an event, they can do so without attendee confusion on which link is correct.

Hosting Virtual Events with a Video Link on Heylo

Heylo makes it easy to host virtual events by allowing every event to include a video link. This feature ensures a smooth and secure experience for both hosts and attendees. Here's a detailed guide on how to use and manage video links for your virtual events on Heylo.

Setting Up Your Video Link

When creating an event on Heylo, you can add a video link directly to the event details. This link will be the virtual meeting point for your attendees. It can be a link to any video conferencing platform you prefer, such as Zoom, Google Meet, Microsoft Teams, or any other service that supports a shareable link.

Benefits of Controlled Access

- Flexibility for Hosts:** As a host, you have the flexibility to update or change the video link if necessary. If you encounter any issues with the original link or if your preferred video conferencing platform changes, you can easily update the link in the event details. Attendees will see the most current link without any confusion, as the link only becomes visible shortly before the event starts.
- Reduced Confusion:** Last-minute changes to the video link can sometimes lead to confusion among attendees. Heylo ensures that all attendees have the correct and updated link, minimizing the risk of them using an outdated or incorrect link.

How to Update the Video Link

If you need to change the video link before the event:

- Navigate to the Event:** Access your event on Heylo.
- Edit Event Details:** Navigate to the event details section where you initially added the video link.
- Update the Link:** Replace the old link with the new one.

4. **Save Changes:** Ensure you save the changes to update the event details.

Tips for a Smooth Virtual Event

- **Test the Link:** Before your event, test the video link to ensure it works properly and that there are no issues with access.
- **Communicate with Attendees:** Remind your attendees using [Announcements](#) or [Event Chat](#).
- **Provide Clear Instructions:** Include any necessary instructions for using the video conferencing platform in your event details on Heylo or in a pre-event communication.

By following these guidelines, you can ensure a secure and efficient virtual event experience for all your attendees on Heylo.
