



## Release Notes Nov 1, '22 - Mar 1, '23

### Check-in Support for Hybrid & Physical Events:

1. A new feature supporting attendee check-in for physical and hybrid events has been added and can be turned on under Admin>Features>Hybrid and Physical Event Support>Badge and Check-In Support.
2. A unique QR code is assigned to each attendee when they register. The QR code can be added to the registration confirmation email template using the variable %qr\_code\_checkin and will then be automatically distributed to the attendee by email after successful registration.
3. Badges for attendees showing their unique QR code can be created and printed for physical use as well. In Badges under the Admin tab, create or edit an existing Badge>Add Image> Select Image Type> QR Code (Check In) will add the QR code to the badge. Generate a New Batch of badges for the desired attendees, save, and Print All to PDF to create physical QR Code badges for in-person event use. Use the PDF Reader to print a single badge or group of badges, by setting the paper size and the number of badges per page to print.
4. Venue admins, contributors and staff have the ability to scan the QR code from an email or a physical badge and check attendees into the venue, specific sessions, or hall items. The Check In feature can be accessed by admins by going to their profile drop-down in the upper right-hand corner of the venue and selecting Check In. Booth staff can similarly check in attendees to their booths.
5. The Check In page allows admin to manually search for an attendee by name and check them into the venue, session, booth, or show the attendees designated badge. Admins can also access a Check-in Log to see the attendee's check-in history

at the venue, as well as Check them Out from any previously visited locations.

6. Admins also have the ability to Turn on Scanner, which provides a QR code scanner built directly into the check-in page to scan an attendee's QR code and quickly bring up their check-in profile. This can scan a QR code from an attendee's email on their mobile device or from a physical event badge.
7. Auto Mode is also available and provides the quickest way to check in large numbers of attendees to a venue, session, or booth simply by scanning the attendee QR codes. Admins can select their desired Automation Rule for venue, booth, or session check in, turn on the scanner, and check in attendees automatically the second their QR code is scanned.

### **EZ Live Enhancements:**

1. Video Presentation Support: The EZ Live Presentations tab now supports Video presentations, in addition to PDF ones, creating a seamless video viewing experience for presenters and attendees alike from the cloud. Videos in MP4 format can now be uploaded into the Add Presentations pop-up and will then be shown under All Presentations with a Video tag over the thumbnail for easy differentiation from PDF presentations. Any speaker, producer or admin in the session has the option to Start and End the video presentation. The presenter gets full video controls to start/stop/pause the video and talk over the video audio. The audience is only viewing and hearing what the presenter is sharing.
2. Simulcast to 3rd Party Services: EZ Live sessions can now be simulcast to up to 3 other 3rd party streaming services at once, including Youtube Live, LinkedIn, Facebook, Wowza, and more. The Simulcast setting is turned off by default. It can be turned on under Edit Session>Video>EZ Live>Simulcast. Once you turn on the option and save, the simulcast targets can be set up from the Producer tab, under Producer>Actions>Target. The admin will need to input a Target Name, Service RTMP URL, and Stream Key for each desired Simulcast target. Once the EZ Live broadcast has been started, the Producer tab provides a real-time status for the states of each Simulcast target.
3. Trim Recorded Video Tool: Admins can now take an EZ Live session recording in Manage Recordings, preview it, click the Trim button to bring up an editor to trim

the beginning and end of the recording, and save it. The new trimmed video will show up as a line item in Manage Recordings. As well, in the trim editor, GIFs up to 10 seconds long can be generated from the recording and downloaded using the Generate GIF button.

4. **Grid Shape:** All types of Engagez venues now have the ability to choose a Grid Shape for users' profile pictures in their EZ Live session. Admins can set the Grid Shape setting to Circle, Square, or Rectangle in UI Design>Session Location>Edit Style>Grid Shape.
5. **Volume Indicator for Current User:** Now whenever an On Stage user turns on their microphone they will see a volume indicator bar that actively shows when they are speaking in place of the muted icon next to their name in the video area. If you talk and see the volume bar moving, the chances are extremely high that others in the meeting are hearing you.
6. **Show All Off Stage Users:** In any EZ Live session admins can now select how many Off Stage participants they would like to see listed in the Participants Tab on the Engagement Panel. They can limit the number shown as low as 50 or show all Off Stage users.
7. **New Grid View:** In Grid View, up to 49 users can now be seen at once all on the same page, allowing for an immersive and interactive viewing experience.
8. **Show/Hide Front Row:** In an EZ Live Session, under the Producer Tab>Settings>Show Front Row is a new feature that allows the front row to be shown or hidden completely in Spotlight View, Active Speaker View, and when a Presentation or Screen is being shared, giving more control to focus the user's attention during a session.
9. **Presenting Icon in Participants Tab:** In the Participants tab within an EZ Live session a Presentation icon will now appear next to the name of user actively Sharing Screen or Presenting in the session, making it easy for the producer to locate the presenter.

### **Badges and Certificate Management:**

1. Badges and Certificates have been split into two separate sections, both can be turned on in Admin>Features as Certificate Management and Badge and Check-in Support, respectively. Many of the updated features listed below are available for both Badges and Certificates, please note Badges and Certificates are now listed as two separate line items in the Admin tab when turned on through Features.
2. Certificate Management in Hall Items: The Certificate Management feature is now available at the Hall Item level, so that special certificates can be created and issued in Exhibits, Collaboration Rooms, and Offices. To turn on Certificates at this level, enter your Hall Item > Features > turn On Certificate Management and Save.
3. Print All to PDF: For each generated batch of certificates or badges admins now have the ability to Print All to PDF for downloading, printing, and record-keeping purposes.
4. Filter By Registration Date: Admins now have the option to generate badges and certificates for users based on their registration date by using the Filter By Registration Date feature when generating a new batch.
5. Default Badge: Admins can now create multiple badges and select a default badge to be issued to attendees.
6. Delete Badge or Certificate: There is now an option to Delete existing badges and certificates. Only certificates that have not been issued to attendees can be deleted, however, any badge can be deleted and will be subsequently removed from anyone who was previously issued that badge.

**Webinar Series:**

1. Stay in the same venue while creating different session spaces with the Webinar Hall Type. Now you can set up and run all your webinars or briefings in one venue yet have them all be separate programs with separate registration forms, entrances, email reminders, custom URLs, and analytics.
2. The Webinar Hall Item features a simplified back-end allowing the setup to be fast and easy, with all the features you need to run a successful and engaging webinar.

## **Registration Enhancements:**

1. **Group Registration Tickets:** A method for creating and purchasing Group Tickets has been added in Registration/Sign In settings. Create or edit an existing ticket, and within the ticket editor, a new field titled Generate Group Coupon When Purchased can be toggled On and will then prompt to set the number of attendees in the group. When this ticket is purchased, a Group Coupon will be automatically generated and can be sent in the Registration Confirmation email using the variable %group\_coupon. The coupon code can then be distributed to the group and used for 100% off the ticket price only the number of times specified in the original ticket.
2. **RazorPay now Supported:** Engagez now supports RazorPay as a payment processor for ticket and registration payment in conjunction with tickets priced in Indian Rupees. It can be selected in Admin>Registration/Sign In>Payment Processor>RazorPay and requires an account API Key and API Secret key.
3. **Registration Confirmation Email Purchased Tickets Variable:** We now support a variable, %purchased\_tickets, which will display the name of the ticket(s) purchased by the registrant, that can be added in Registration Confirmation Emails, as well as in the Registration Confirmation Message.

## **Session Enhancements:**

1. **Modify Session Start/Duration:** A new feature that allows admin to modify the start time and overall duration of multiple sessions at once is now available and can be found in Admin>Sessions>Modify Sessions Start/Duration.
2. **Producer Transition Features:** The new Producer Transition features allow for turning on and off the Auto-Transition feature from within any Engagez session, as well as an option to Manually Transition all attendees to the next session with the click of a button.

## **Analytics Enhancements:**

1. **Session Reactions Analytics:** Admins can now find out how many times reactions were used in each session by going to Analytics>Sessions>Export Session Details>Reactions CSV. This will download a CSV with aggregate reaction data from

all sessions and is a great way to look at user engagement across various sessions.

2. **Resources Analytics:** Resources Analytics are now included when downloading Venue Overview Analytics. The Resources Overview sheet is a breakdown of all the Resources in the Venue and their total Views, Click Throughs, and Likes, and their listed Category. The Resources Detail sheet is a record of all Resource views and the corresponding attendee information for each view, as well as reporting if each user liked a particular resource.
3. **New Exclusion for Analytics:** In Analytics>Exclusion List>All Email Domains Except The Following is a new exclusion rule that gives the option to provide email domains so that only users with emails in those domains will show up in analytics reports, making it especially easy to sort attendee analytics by a company through their email domain.

#### **Miscellaneous:**

1. **Tickets Added to Form Rules:** In Registration forms, Tickets have been added as options in the Rules settings so now based on attendees' answers to questions admins can hide/show/set tickets for specific circumstances.
2. **Hall Item Entrance:** For any Hall Item that Requires Registration, we now allow for a "Custom Entrance" page specific to that Hall Item similar to the Venue entrance layout. Admin can configure the entrance UI as they like, and turn on the feature in the Hall Item>Admin>Features.
3. **Tasks Panel in Collaboration Rooms:** A new Tasks panel has been added as an option in Collaboration Rooms. This allows teams to collaborate and plan upcoming tasks, assign them to specific users, create a due date, determine priority, and mark the status of the task as open, closed, or canceled. The Tasks panel can be added through UI Design>Collaboration Room Name>Add>Tasks.
4. **New Private Video Call Style:** Now when users initiate a private video call from the message center or a user's profile, the video call will appear as a streamlined in-page pop-up where users can interact, share screen, and invite others to join the conversation.

5. Keyword Search in Resources Panel: Users can now search by keyword in the Resources panel, allowing them to find resources with titles matching their searched keyword.