Creating a session

Here is a quick overview on how to create a session on the event platform.

**Step 1: Master Console Platform**

In the main master console, click on ‘Sessions’ in ‘Step 2’ on the sidebar of the console.

Click on create to get started!

**Step 2: Create your session**

Once you have clicked ‘create’. You will be prompted to add a banner, title, description, notes, indicate capacity, start/end time and choose whether the session is active or inactive. Please note, all this can be changed and edited later. You only need to add the title for now to be able to see the full list of session options.

**Step 3: Add details to you session**

There is so much you can do with Canapii’s session options! You can create video on demand (VOD), live stream, live breakout, and simulive. You can also add a link to an external page. For our customers on the professional package, Greenroom feature is also available.

You will have the option of having the session recorded which is great in case you missed something!

Canapii also allows the session to have a language indicator. But it does not stop there! Within the session you can add a downloadable calendar link, polling, session feedback and ratings, attach documents and assets and so much more.

If you have a question about adding more details to your session or the features available then please click here (link to KB) to find out more!

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**Live breakout**

Think Zoom! Record, share, and easily interact. Assign a host and invite specific attendees. Ask live polls, and live Q&A.

**VOD**

Think Youtube! Pre-recorded video available for audience to view at their own leisure.

**Simulive**

Think Netflix! Allows you to play, pause, rewind & fast-forward your pre-recorded VOD content. There are 3 tiers which also provide different functions. More here!

**Livestream**

Think live TV! Work alongside a production agency to create a run of show. The audience will view everything you share, in real time.