

## Introduction

Create groups for your event participants to provide customized access to the Zuddl platform. Using access groups, you can configure a set of rules for a particular role instead of having to provide access to users one-by-one. In other words, access groups help you define roles by the actions users perform in a Zuddl event.

Note: Access groups are event-specific and need to be configured separately for each event.

## Default Groups

The default groups are created based on the predefined roles in Zuddl. When you create a new event, the following groups would be present by default:

- \* Attendees
- \* Speakers
- \* Moderators
- \* Organizers
- \* Booth Owners

Note: The access group settings cannot be turned off by an organizer.

## Ways to Assign Access

There are 3 ways in which access groups can be assigned to a role.

\* Role-based: If an event participant is entitled to a role, the appropriate group permissions get auto-inherited. Role-based groups cannot be removed/deleted.

\* Derived: Only applicable for attendees. If a group is created based on a ticket tier, all attendees associated with that ticket tier inherit the configured access permissions.

A derived ticket group cannot be removed directly from the Access Groups. It can be changed to a different ticket group by changing the ticket tier.

\* Manual: Only custom groups can be manually assigned. Custom groups can be assigned to attendees and speakers.

Note: If there are multiple groups mapped to a user, that user will inherit a combination of all groups. For example, if a user is assigned with two groups X and Y one with lobby access and the other without. The user would be able to access the lobby.

Assignment Type	Attendees	Speakers	Organizer	Booth Owner	Moderator
Role-based (auto)	Automatically mapped to the Attendee group(default) when invited.				
	Automatically mapped to the Speaker group(default) when invited		Automatically mapped to Organizer group(default) when a user is added as an organizer (Team Member or Admin).		
	Automatically mapped to the Booth Owner group(default) when a user (speaker or an attendee) is added as booth owner.				

Learn more. Automatically mapped to the Moderator group(default) when a user is added as a Moderator to your team.

Derived When the first ticket tier is created, the default 'Attendee' group gets replaced with the derived ticket group name.

Note: Any changes made for the 'Attendee' group will be preserved.

Thereafter, every new ticket tier will auto-generate a new access group.	N/A	N/A	N/A
N/A			

Manual	Custom groups can be assigned from the edit attendee details option.
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Learn more. Custom groups can be assigned from edit speaker details option.

Learn more. N/A N/A N/A

## Editing Permission

To modify or edit the default access permission or settings for a particular group:

1. Go to About Event > Access Groups.

Screenshot 2022-08-30 at 7.52.01 PM.png

2. Click on a group name.

Navigate through the access permission categories using tabs and toggle off/on for a particular setting/rule. If there are sub-settings, select relevant checkboxes.

3. Modify access permissions.

Screenshot 2022-08-31 at 5.37.05 PM.png

4. Once you've made changes, click Save Changes. This updates the permissions for a particular group.

Note: If a feature for example "Private Meetings" is disabled for an event, that setting is also disabled in access groups.

## Day Access

For a multi-day event, you can select/clear day-wise accessibility checkbox for a particular group.

Note: If event dates have changed, this would reflect in the Day Access option.

## Event Zones

Toggle on/off the different event venues for a group.

Note: If a venue is toggled off from the Venue Setup, that venue does not appear on the venue navigation bar in an event. The access group settings would show the option as disabled.

Access Area	Description	Default State
Lobby Access	Access to the Lobby venue	On
Schedule Access	Access to the Schedule venue	
Stage Access	Allow/deny access to stages in an event. Select/clear individual stages to grant and revoke access respectively.	

Toggle off Stage Access to disable access for all stages. This also removes the Stage zone from the attendee side. Similarly, if you clear all the stage checkboxes individually, it also removes the Stage zone from the attendee side.

If stage access is disabled, stage notifications are not sent to the user.

Room Access Allow/deny access to the Rooms venue.

\* Select/clear Access to private rooms

\* Select/clear the Show reserved rooms only checkbox. This only shows rooms where users have reserved seats. Defaults to off. On.

Networking Access Allow/deny access to Networking venue

\* Select/clear Show Profile. Makes profile details visible to others for the networking feature in recommended profiles & attendee list.

On

Expo Access Access to Expo venue On

## Backstage

Allow/deny entry to the backstage. This is on by default.

Options	Description	Default State
Allow for all stages (default)	Backstage access is allowed for all stages	On
Allow for tagged stages only	Allow users to access the backstage only for the stages where they are added as speakers.	Off

## Event Engagement

Allow attendees to engage during the event. Default is on.

Options	Description	Default State
People Show/hide	People tab which shows all event attendees	On
Chat	Enable/disable chatting with attendees.	
	On if event-wide chat is enabled.	On

## Chat

Allow/deny private chat with group members. Select the checkboxes of the access groups with whom private meetings can be set. Default is on.

## Meetings

Allow/deny private meetings with group members. Select the checkboxes of the access groups for which you wish to allow private meetings. Default is on.

## Leaderboard

Turn on/off Leaderboard and its related options. Default is on.

Access Area	Description	Default State
Allow profile in ranking	Show/hide profile picture in the leaderboard ranking list	On
Show point distribution	Show/hide points received for the participant	On
Show ranks	Show/hide the rank of the participant on the leaderboard	On

## Access to Session Recordings

Turn on/off the toggle to allow/restrict access to session recordings by the group member. Default is on.

## Receive organizer announcements

Allow/restrict organizer announcements to be received by group members. Default is on.

## Receive notifications

Allow/restrict notifications to be received by group members. Default is on.

## Perform system checks before joining event

System checks refer to the welcome screen that guides you through the series of compatibility checks such as browser or internet speed required for a seamless event experience. This permission is not required for organizers.

## Create an Access Group

You can create an access group in the following ways:

- \* Create a custom group
- \* Create access groups from tickets

### Create a new custom group

To create a new custom access group:

1. Go to About Event > Access Groups.
2. Click on Create a new group.
3. On the New Group popup, enter a group name and click +Create.

Screenshot 2022-08-30 at 8.03.37 PM.png\

This adds a new group to the list.

Note: Creating a custom group does not add a new ticket tier.

Note: A custom group name should not be similar to any of the default group names.

## Create Access Groups from Tickets

You can create an access group based on the ticket tiers you create for your event. For example, an all-inclusive ticket tier gets access to rooms and networking zones whereas a basic ticket only gets stage access.

When you create a ticket tier, a group with the same gets created and linked to the ticket tier. The linked access group can be seen in the ticket details and also in the list of access groups. For all the ticket tiers you create, an equal number of access groups are created.

When the ticket tier is changed for an attendee, the derived access group gets updated accordingly for the attendee. You can enrich a ticket by adding custom groups to it, so all attendees with the ticket tier will inherit the permissions.

Screenshot 2022-08-30 at 7.59.12 PM.png

Note: Role-based access groups cannot be tagged to a ticket group.

## Manage Groups

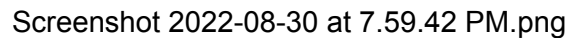
Every group has a Group Name and Group ID. You can only edit a Group Name for a custom group.

### Duplicate Group

A duplicate group option lets you create a new group with similar access permissions.

This is especially useful in cases where you have to create a custom group with permissions only slightly different from an existing group. You can create a duplicate, quickly make few changes, and save it.

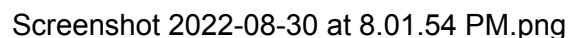
To duplicate a group:

1. Go to the existing group you wish to duplicate.
2. Click the duplicate group icon.  

3. Enter a group name on the pop-up form
4. Click +Create.

This creates a new group with the same settings.

### Delete Group

You can click Delete Group button in Access Groups to permanently delete a group.



Note that:


- \* You can only delete custom groups and not default groups.
- \* You can delete a derived ticket group by deleting it from ticket tier and not from access groups.
- \* Role-based groups cannot be edited manually. An attendee can't be added to organizer group.

Using the Live Stream option, you can stream your event sessions out to multiple destinations such as YouTube, Facebook, or LinkedIn.

Streams are configured session-wise therefore you must add a session before creating a live stream.

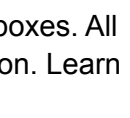
Note: Currently we only support manually configuring streaming using the Custom RTMP option.

To start a live stream:

1. Go to Live Stream from the left navigation and click +Add live stream.
2. On the session selection screen, the sessions are displayed date-wise. On the navigation scroll bar, select the date for the session you want to stream. The sessions scheduled for the selected date along with the stage name appear on the right as checkboxes.
3. Select the checkboxes for the sessions you wish to stream.

1. Select the stage to stream all the sessions on the particular stage.

4. Click Proceed.

5. On the Select live stream destination card, select the suitable destination checkboxes. All the previously added destinations appear under the Recently Added Streams section. Learn how to add destinations.

6. Click +Add custom stream if you wish to add a new custom stream.

7. Enter the following details to configure your custom streaming service.

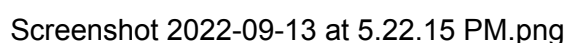
1. Name: A unique name to identify your destination.
2. Stream Key: One of the two important resources used to authorize live stream service to the desired destination. A stream key is usually a random alpha-numeric string.
3. RTMP URL: A unique URL for RTMP-based streaming service. An RTMP URL has “rtmp” as the scheme. For example, rtmp://live-stream.com.

Note: Currently, Zuddl does not support RTMPS (secure) protocol. So ensure that you locate and copy the right URL from your streaming application.

4. Backup Stream Key (optional): This functions the same as Stream Key, this is the backup of the authentication key in case the Main Stream Key does not work.

5. Hosting Website URL (optional): The URL of the streaming website.

The newly added destination appears on the list and is selected by default. At this point, you can also add other destinations from the list for your live stream.



Note: You cannot use the same destination to stream another session with an overlapping time.

8. After you've added all the destinations, click Update session. This saves all the changes made

9. Click Publish stream.

This configures your destination for live streaming your session and your stream name appears on the list of added streams.

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Important: Currently we support live streaming only when the session recording is turned on. Ensure that the session recording is turned on from the backstage before you start live streaming.

#### Edit a Stream

You can edit the configuration by clicking the edit button and include sessions on other days as well.

To edit a stream.

1. Click the edit icon for a stream
2. On the Select sessions to stream popup, make changes by selecting/clearing checkboxes for the desired sessions to live stream to the added destination
3. Click Save Changes.

#### Delete a Stream

You can also delete a stream by clicking on the bin icon beside an added streaming destination.