



Post-Event Actions

After a conference has concluded, you can send out post-meeting emails to your meeting registrants and edit your post-meeting archive page. Meeting materials and recordings can be added to both post-meeting emails and the post-meeting archive page. In addition, a survey can be included on post-meeting emails. To configure all options...

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
2. Once logged into your **Conference Center**, click on the **View Reports** tab on the left side of the screen.
3. Click on the title of your past meeting and scroll down to the **Post-Meeting Actions** section.
4. *Post-Meeting Archive Page*: After a meeting has concluded, an archive page will be available for your meeting. This archive page can be accessed by your meeting registrants by clicking on the join meeting link in their confirmation email. This page will include the meeting details and can also include a copy of the meeting recording and a copy of the meeting material (e.g. Slide Presentation, PDF files, etc). To add content to the archive page...
 - Click on the **Edit** link to the right of the **Post-Meeting Archive Page** option.
 - You can then add a recording by clicking on the **Add Recording** button or add attachments to the archive page by clicking on the **Choose File** button. Be sure to save your changes.
5. *Post-Meeting Survey*: Custom surveys are displayed to participants in a meeting when the chairperson presses the **Stop Meeting** button. If a participant logs out of the meeting early or does not fill out the survey when it is presented, a link to that survey can be included in their post-meeting email. To include a link to the post-meeting survey in your post-meeting email...
 - a. Click on the **Edit** button to the right of the **Post-Meeting Emails to Attendees** option and then check the box next to the **Include Post-Meeting Survey Link in Post-Meeting Email** option.
6. *Post-Meeting Emails*: Post-Meeting emails can be sent to your registrants after the meeting has ended (These are never sent out automatically). To send a post-meeting email to attendees and to no-shows...
 - a. Click on the **Send** link to the right of the **Post-Meeting Emails to Attendees** option and the **Post-Meeting Email to No-Shows** option.
 - b. If you would like to add a recording or attach meeting materials to the emails before you send them out, click on the **Edit** button to the right of each option and then select the **Add Recording** and/or the **Choose File** button.

Notes:

- You can add up to 5 attachments to your post-meeting emails and post-meeting archive page. Each attachment you upload can be up to 50 MB.
- Post-Meeting Survey's must be created prior to the start time of your meeting. To create a survey for an already scheduled meeting, navigate to the **Home** screen of your Conference Center, click on the **Edit** link to the right of your meeting, click on **Save & Next** at the bottom of the page and then click on the **Edit** link to the right of the **Post Meeting Survey Page** option.