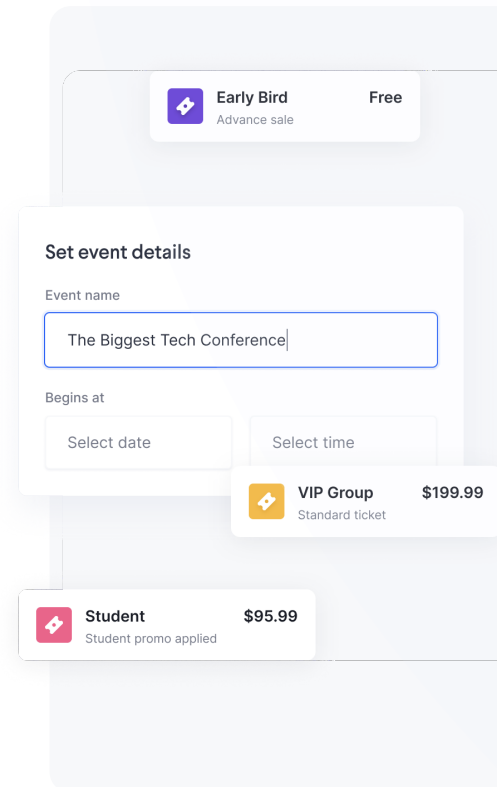


Enter in your event details and build out your event areas - Stage, Networking, Sessions, and Expo.

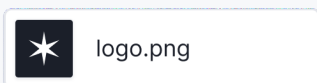
- 1. Key Details:** Give your event a name, set the dates and times and select what modules of the platform you'd like to turn on.
- 2. Tickets:** Create and manage the various ticket types you want included as part of your event here.
- 3. Registration:** Share a detailed description of your event that entices attendees to register. An event image can be uploaded here along with the ability to recognize your sponsors.
- 4. Reception:** Draft a warm welcome message here and provide a call to action for your attendees here.
- 5. Stage:** Determine whether you want live content or pre-recorded video on the stage to address your audience.
- 6. Networking:** Set-up this area to enable your attendees to get paired up in a fun 1:1 roulette style speed networking video chat.
- 7. Sessions:** If your event will include any interactive panels, roundtables, or Q&As, be sure to build them here.
- 8. Expo:** Set-up virtual booths for your sponsors and vendors to promote their products or services here with pre-recorded content, live presentations, or a mix of both!



Customize your event

- 1. Customize the emails:** Hopin provides (8) email templates for you to customize, so you can send emails from the platform to your attendees in your own voice.
- 2. Design:** Upload your organization or event logo here to replace Hopin's logo on the event page. If you have a color in mind you would like to see on your event page, you can set it on this page as well.
- 3. Text:** Want to replace 'Sessions' with something more aligned for your event? This page gives you almost 50 text areas you can modify to your own choosing.
- 4. Custom Registration Fields:** Want to collect more info from your attendees? Build custom registration questions or fields to gather additional information from your attendees during the registration process.

Logo



Event interior color

#175FFF



Suggested colors



Learn More!

Join a group onboarding workshop with our team of Hopin experts.

Sign up for [Hopin Launch here](#)

