ClickMeeting

Creating Personalized Meeting Rooms

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In this guide...

You'll learn how to make your meeting attendees feel at home when they're in your online meeting room by adding your custom colors, logos, and arranging the space as you need it. Once you get it right - it's time to broadcast your meeting live on your website!

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Personalize Your Meetings

Each meeting or webinar can be fully personalized with your own logo and colors.
This includes both the Meeting room and Lobby page where attendees wait for the meeting to start.

View the schedule page

Start by viewing the Schedule page, where your upcoming meetings and webinars are displayed.
Below the Host Meeting and Host Webinar buttons, you'll find a link to Rebrand your meetings.
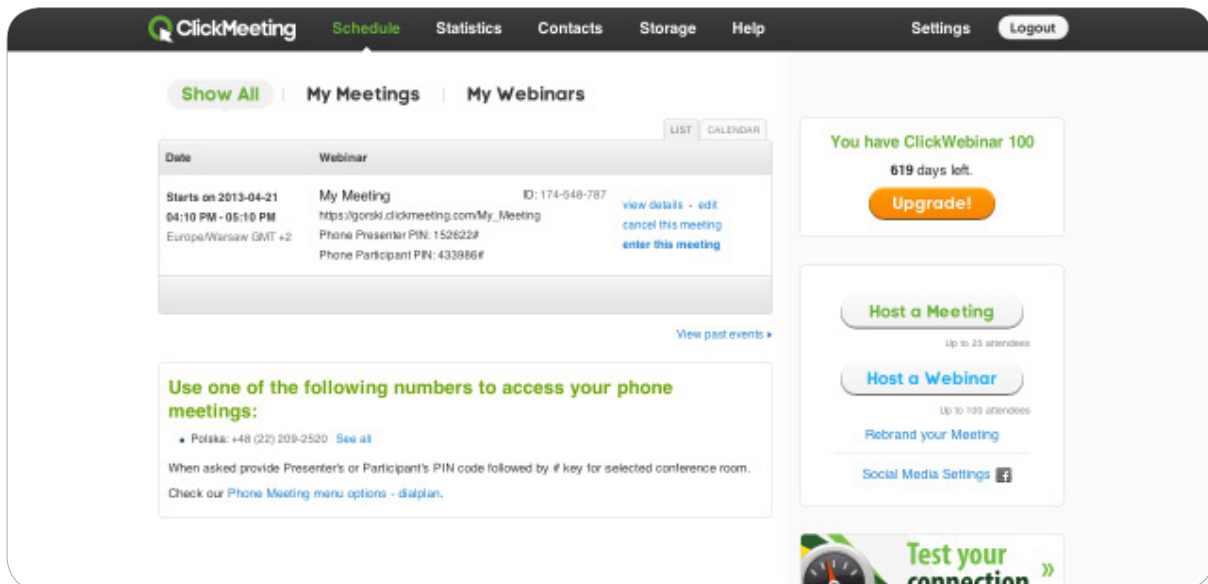
Select meeting to personalize

First, choose the meeting you want to personalize from the drop-down list at the top of the page.
A specific meeting can be personalized, or you can change the default meeting skin.
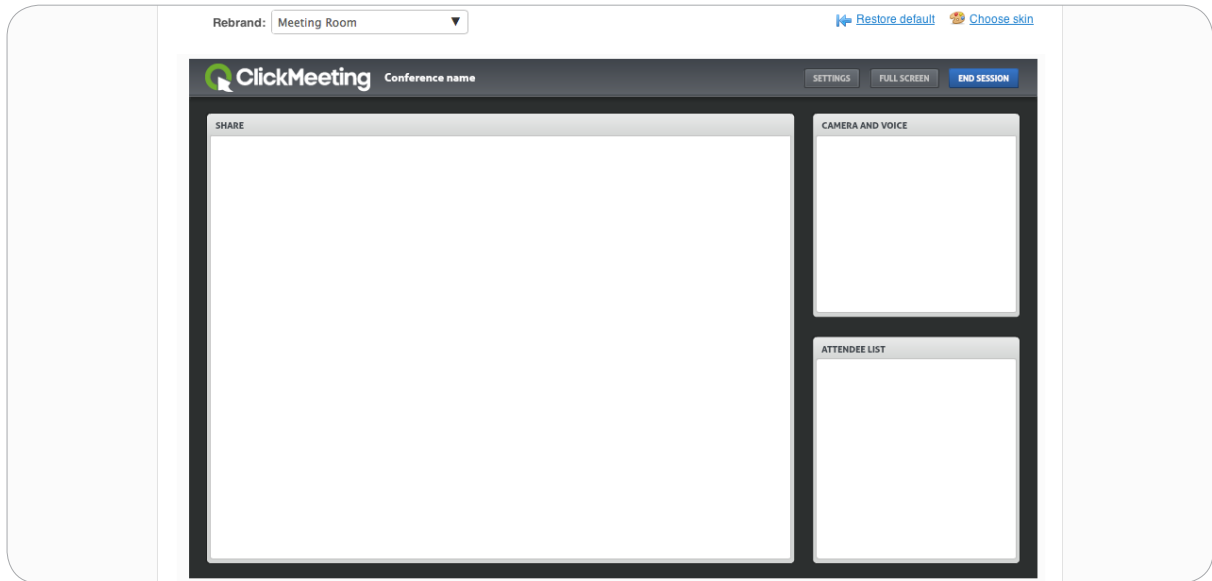
Change the logo

By default a ClickMeeting logo will be displayed at the top of the meeting room.

To change it, simply click the existing logo, and the logo settings window will appear.
Click upload your logo and select the file from your local computer. The system supports
standard image files, such as JPG, PNG and GIF.

For best results, we recommend a rectangular logo with a transparent background.
Use the slider to adjust the size of the logo for the best fit inside the header. Then click Apply.

Edit header and title background

Click the title or header background to change its colors.
A color selection window will appear. Select the color you prefer and click Apply.

Edit buttons

Two types of buttons are displayed in the header. Click either type to change their colors. A color
selection window will appear. From this window, both the button color and the font color can be
changed. Select the colors you prefer and click Apply.

Change the room background

Click the room background to change it. The background properties window will appear.
Click Background Color to select a solid color. Click Upload Image if you would like to use a
picture for the background. Choose how the image should be positioned on the screen and click
Apply.

Edit pod title and background

Click the pod title or background to change the color. A color selection window will appear. Select
the color you prefer and click Apply.

Save meeting room appearance

If you are happy with the preview of your new personalized meeting room, you can save the
changes. If you would like to use this appearance again, click Save Template. If you want all new
meeting rooms to share this appearance, click Set Default Skin.

Personal Website Appearance

Each meeting has several related web pages that are shown to attendees. They can be customized along with the room appearance. These pages include your Personal page, Meeting Registration page, the Loading screen and the Lobby page.
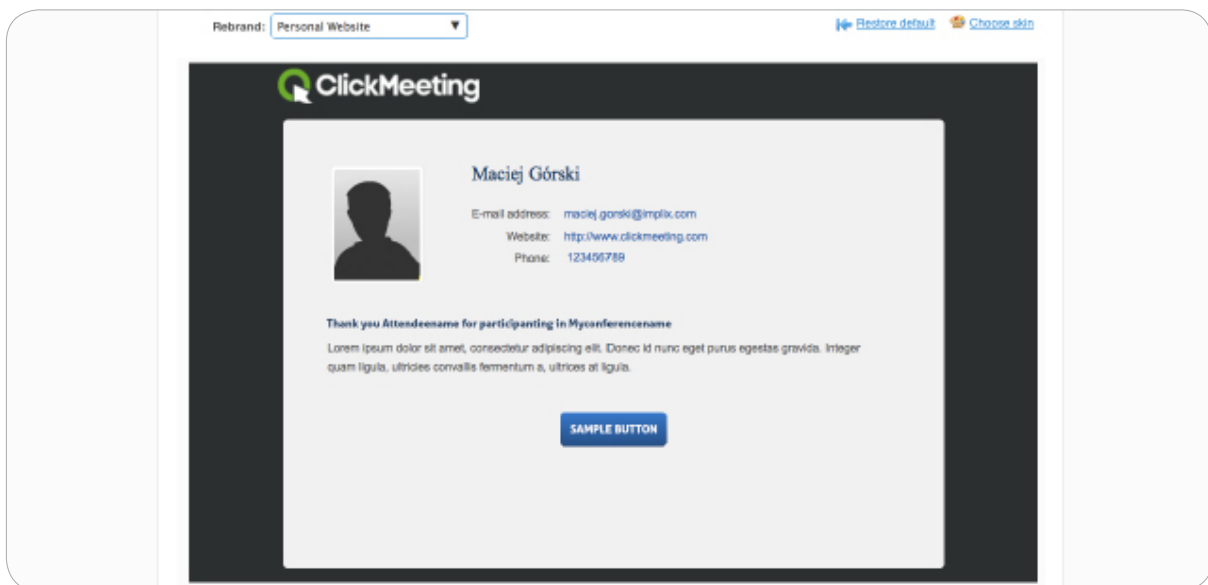
Personalize website

Start by viewing the Schedule page in your account. Click the Rebrand your meetings link to the right.

Choose the meeting you would like to personalize, or select the default skin. Click the Personal Website tab and a preview will be displayed.

Change the logo

Click the existing logo, and the logo settings window will appear. Click to Upload your logo from your local computer. Use the slider to adjust the size of the logo and then click Apply.

Change the background

Click Background Color to select a solid, or click to Upload image from your local computer. Choose the image position and click Apply.

Change content background

Click the content background, and a color selection window will appear. Choose your preferred color and click Apply.

Change website text

The personal website contains several types of text that can be changed, including the title, standard text, links and header. Click the type of text you would like to change, and a color selection window will appear. Choose your preferred color and click Apply.

Edit button style

Click the Sample button, and a window will appear, where you can select the button color and the text color.

Save website appearance

If you are happy with the preview of your new personalized website, you can save the changes. If you would like to use this appearance again, click Save Template. If you want new websites to share this appearance, click Set Default Skin.

Personalized page examples

Several pages related to this meeting will now share the personalized appearance. Below are examples of the Meeting Registration, Login and Thank-you pages.

Personal Website Details

The details displayed on your personal ClickMeeting website can be fully customized.
You can upload your photo, display your name, address, and website URL, enter a personalized message and signature and publish a list of upcoming events.

View the Settings page

Start by viewing the Settings page in your account. From here you can adjust your personal details and decide what will appear on your ClickMeeting personal website.

Upload a photo

Click the Upload Photo button, and the profile photo window will appear. Click Upload new image and select the file from your local computer. The system supports standard images types, such as JPG, PNG and GIF. A preview of the image will appear. Use the slider to adjust the size of the image. Drag the image so that your face is cropped within the frame, and click Save.

Enter your personal details

Your personal details include first name, last name, address, state, zip/postal code, city and country.
Enter the email address you would like to display and your phone number.

Choose the time zone where you are located. This will become the default time zone for any meetings you schedule. You can also enter your own website URL. Check-boxes on the right determine what details will be published on your personal page.

Edit the About Me text

Using the HTML editor provided, enter some text about yourself. You can change the font color, size, justification and create lists. Click the HTML button in the toolbar to add special features, such as a GetResponse signup form. Finally, check to publish the About Me details on your personal page.

Edit the signature

Enter a personalized signature into the provided box. The signature will be included with email invitations you send.

Publish events

Check the box if you would like to have your upcoming events published on your personal page.

Save details and preview website

Be sure to click Save Details at the bottom of the page. View your personal website at any time by visiting: **http://username.clickmeeting.com**

Getting Help and Support

ClickMeeting provides the tools and information you need to get the most out of your meetings, and our friendly customer support team is just a click or phone call away. Simply click the Help tab in your account and you will find all the information and support you need.

- ✔ Search our knowledgebase for answers to your questions.
- ✔ View our easy to follow printable user guides.

Or contact our friendly customer support team. We're available six days a week!

- ✔ Start a live chat session
- ✔ Send us an email