View and manage your sessions

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This article is designated for all users.

About

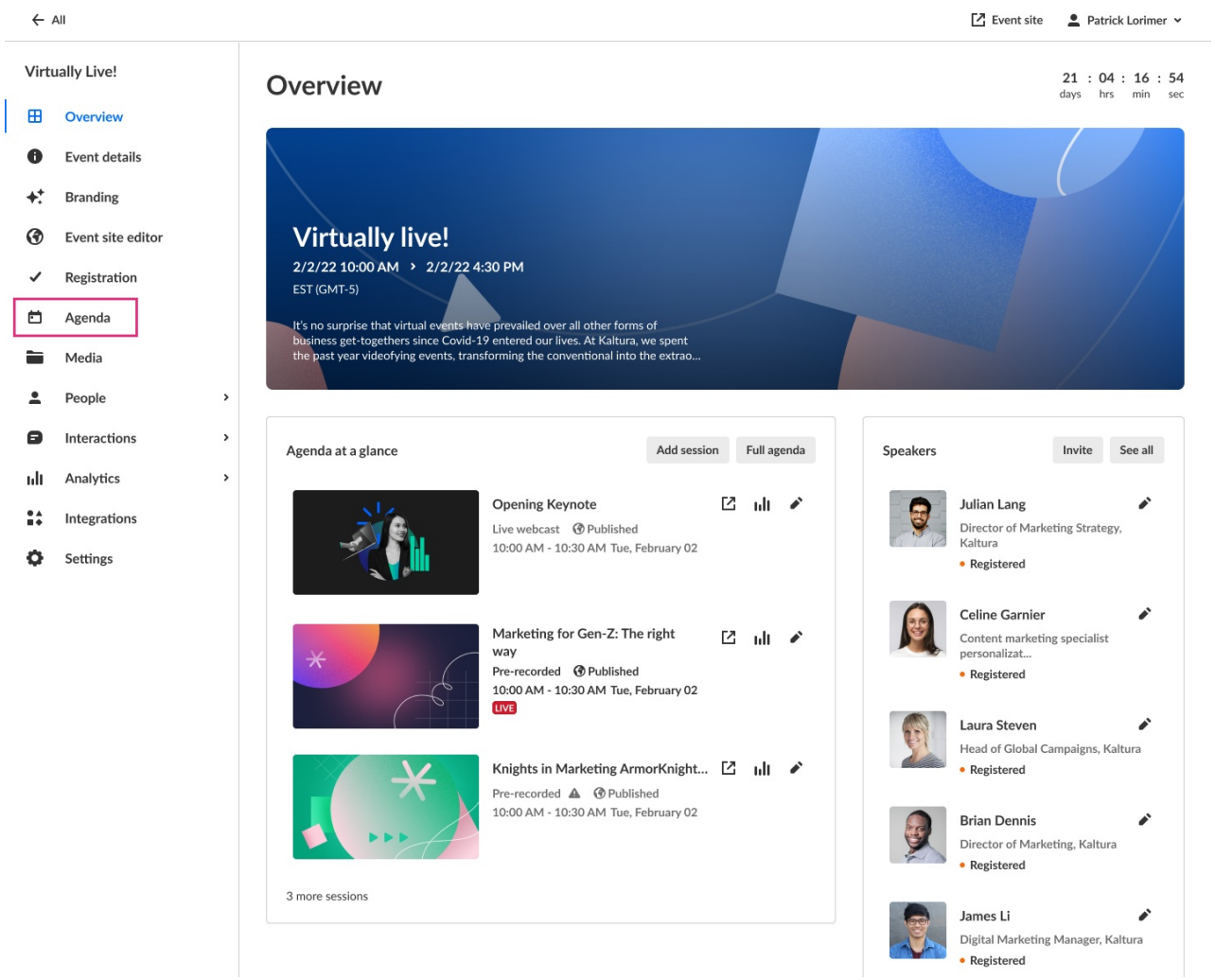
Managing event sessions efficiently is key to delivering a seamless and engaging experience for your audience. The Agenda page serves as your central hub for organizing, reviewing, and optimizing every session within your event - from scheduling and speaker visibility to analytics and publishing. Whether you're adding new sessions, tracking attendee interest, or making real-time updates, this guide will walk you through how to take full control of your event agenda and make the most of its features.

This article pertains only to multi-session events.

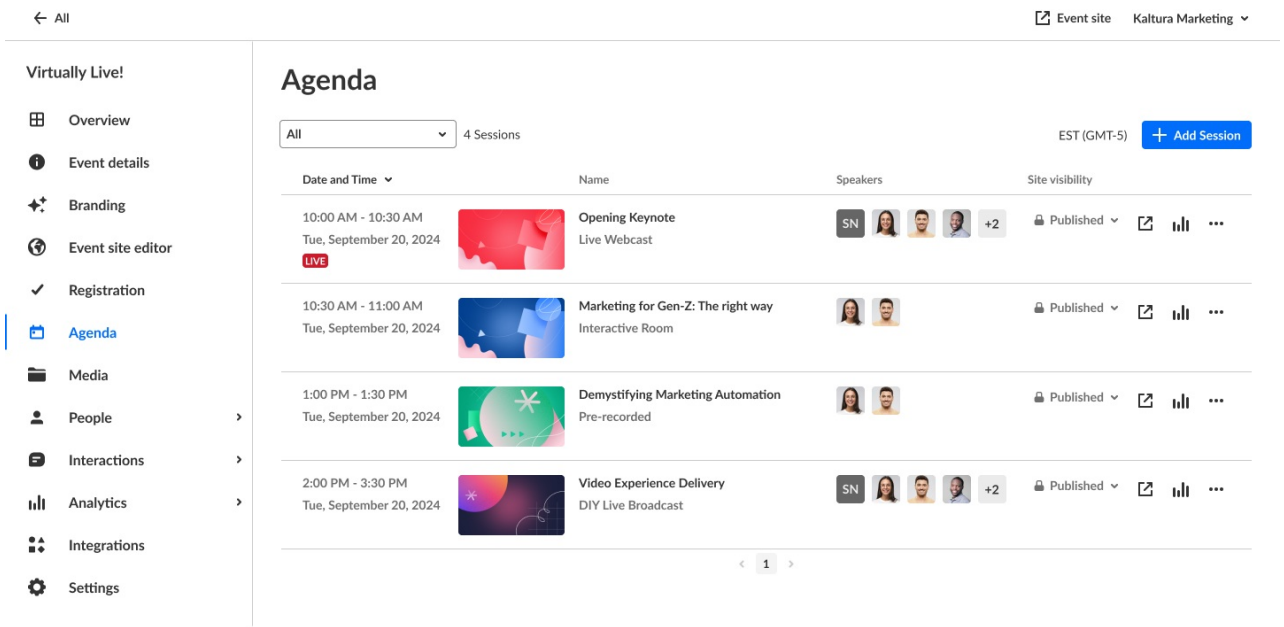
Navigate to the Agenda page

From the Event page, click the Agenda tab.

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The Agenda page displays.

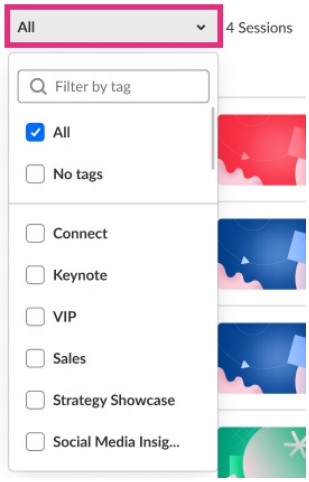


Filter and search for sessions by tag(s)

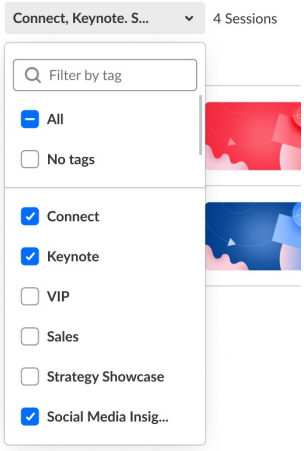
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You may filter and search for sessions by tag(s).

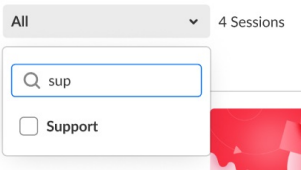
Click in the All field. A list of available tags display.



In our example below, we have clicked the checkboxes to filter the agenda by the tags "Connect", "Keynote", and "Social Media Insight".



You may also start typing the first few letters of a tag and a list of matching tags will populate for you. You may then click the checkbox to filter by that tag.



View vital details about each session

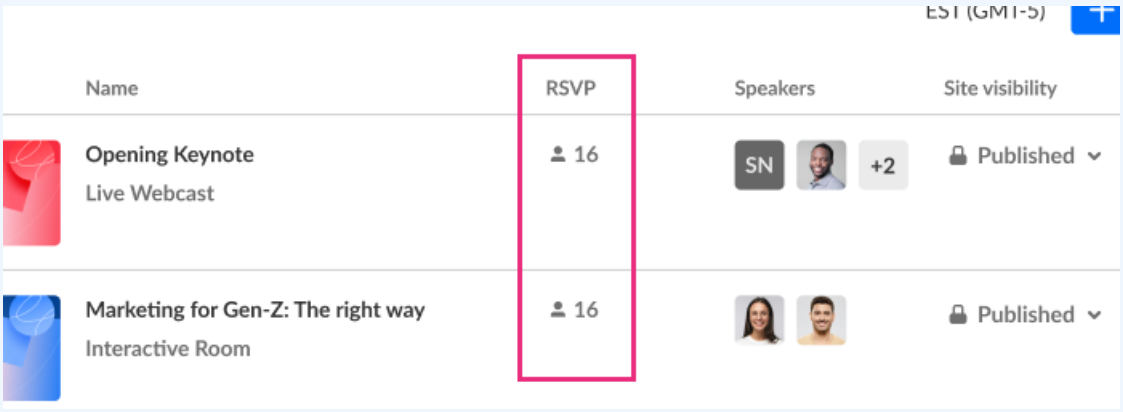
The Agenda page displays the vital details about each session in your event. Information displayed includes:

- Date and time of session

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- Session name and type
- Speakers scheduled for the session
- Visibility of the session on the site

If you have enabled Session RSVP on the Event Details page, an additional column displays on the Agenda page - RSVP, showing you how many attendees have RSVPed to each event session.



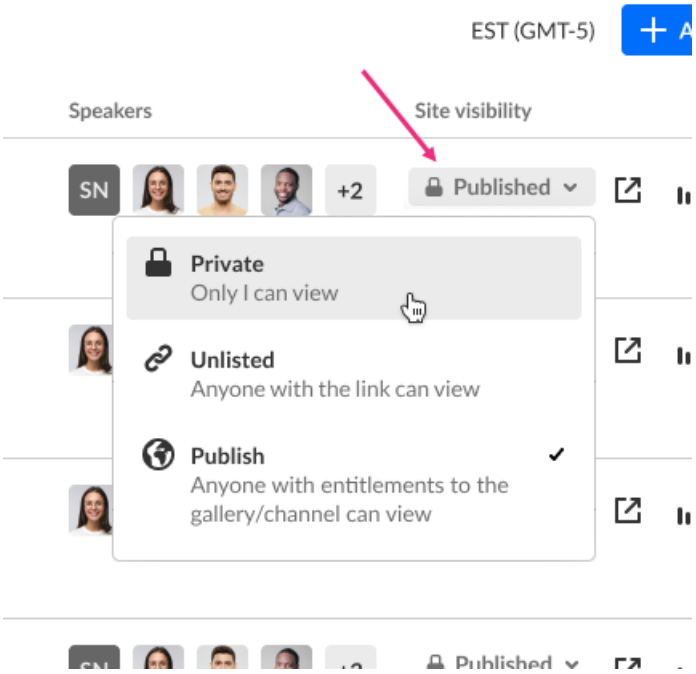
Set site visibility

Site visibility controls who can see and access a session on the event site. This setting determines whether a session appears in the event agenda and whether attendees can access it directly. Organizers can choose between Published, Unlisted, or Private visibility levels to manage how widely a session is displayed and who can view it.

Choose one of the following options from the Site visibility drop-down menu:

- **Private** – Visible to team members only
- **Unlisted** – Accessible via direct link only
- **Published** – Visible on the event agenda

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Additional links

For each session in the list, to the right of the Site visibility column, you'll see three additional buttons:

	Click to access the session page.
	Click to access analytics on this session. See Session analytics.
•••	Click and choose your desired action - Edit, Publish on Video portal (see Session Publishing capabilities), Duplicate* (see Duplicate session), or Delete.

The Agenda page includes a link to the event site; simply click the **Event site** button on the top right corner of the screen. To learn more about your event site, see Getting to know your event site, session page, lobby page, and main stage.

Add a new session

You may add a new session from the Agenda page by clicking the **+ Add Session** button.

For more information on adding sessions, see the following Knowledge Center articles:

Add an Interactive Room session

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Add a Live Webcast session

Add a Pre-recorded session

Add a DIY Live Webcast session

*Currently, you may duplicate Live, DIY, and Interactive sessions.

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