

# Week view

Last Modified on 07/29/2025 5:09 pm IDT



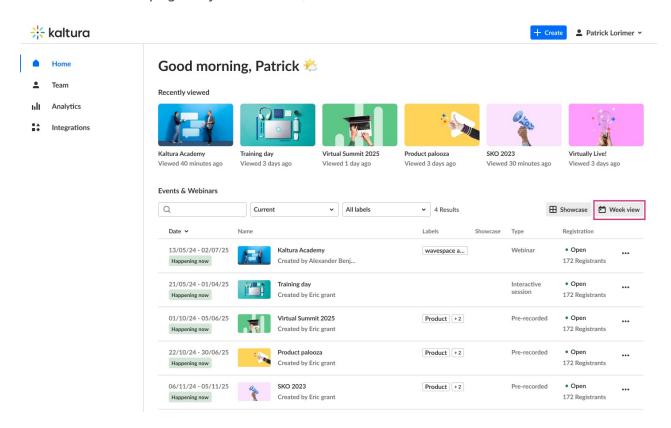
This article is designated for administrators.

#### **About**

Account owners/admin who manage multiple events may find it helpful to view sessions in a "week view". This feature provides a snapshot of all sessions scheduled over the next seven days (today + 6 days), helping streamline planning and oversight.

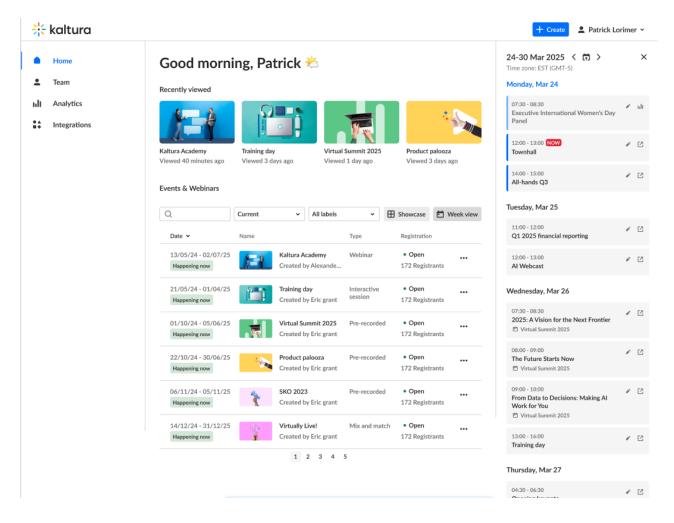
#### Access the week view

On the All Events page of your account, click the **Week view** button.



The week view panel displays.



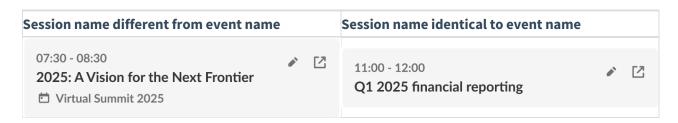


#### Get to know the week view

This view provides a clear, time-organized display of all upcoming activity, helping you stay informed and in control of your event schedules.

The week is divided by days based on **your local time zone**, with sessions listed in chronological order by start time. If session start times are identical, they are sorted alphabetically by session name.

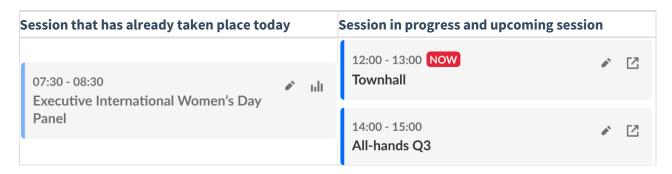
Each session card displays the session time, session name, and the event which it is part of (indicated by a calendar icon). If the session name is identical to the event name, only the session time and session name is displayed. The event name is not displayed to reduce redundancy.



Sessions that have already taken place on the current day are marked with a light blue

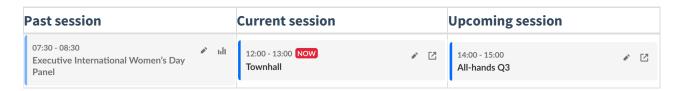


colored left border. Sessions that are currently in progress are marked with a "Now" tag and a dark blue colored left border. Sessions that are upcoming in the current day are marked with a dark blue colored left border.



For past sessions, the **Edit session** and **View analytics** buttons are available.

For current and upcoming sessions, the **Edit session** button and a direct link to the session page on the event site **Z** are available.



If no sessions are scheduled on a particular day within the week, "No sessions scheduled" displays for the day.

#### Saturday, Mar 29

No sessions scheduled

If no sessions are scheduled this week, a notification displays.



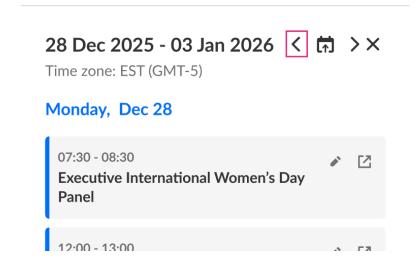




### No sessions scheduled

## Navigating the week view

Click the "Previous week" button to navigate backwards 7 days.



Click the "Next week" button to navigate forward 7 days.





Time zone: EST (GMT-5)

### Monday, Dec 28

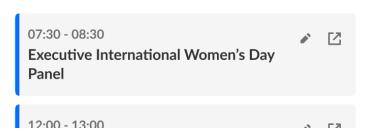


Click the "Go to today" button to see sessions scheduled for today.



Time zone: EST (GMT-5)

## Monday, Dec 28



**a** 

Remember - Sessions are listed on the week view in chronological order **by start time**. If a session runs across multiple days, it is displayed on the **day it started**. Also, you may have an event that's marked as "Happening now" on the All events page, but if no sessions are happening today, when you click the "Go to today" button, the "No sessions scheduled" notification displays.

Click the "X" button to close the week view panel.





# Monday, Dec 28



You may also click the **Week view** button again to close the week view panel.