Week view

Content updated: 07/23/2025

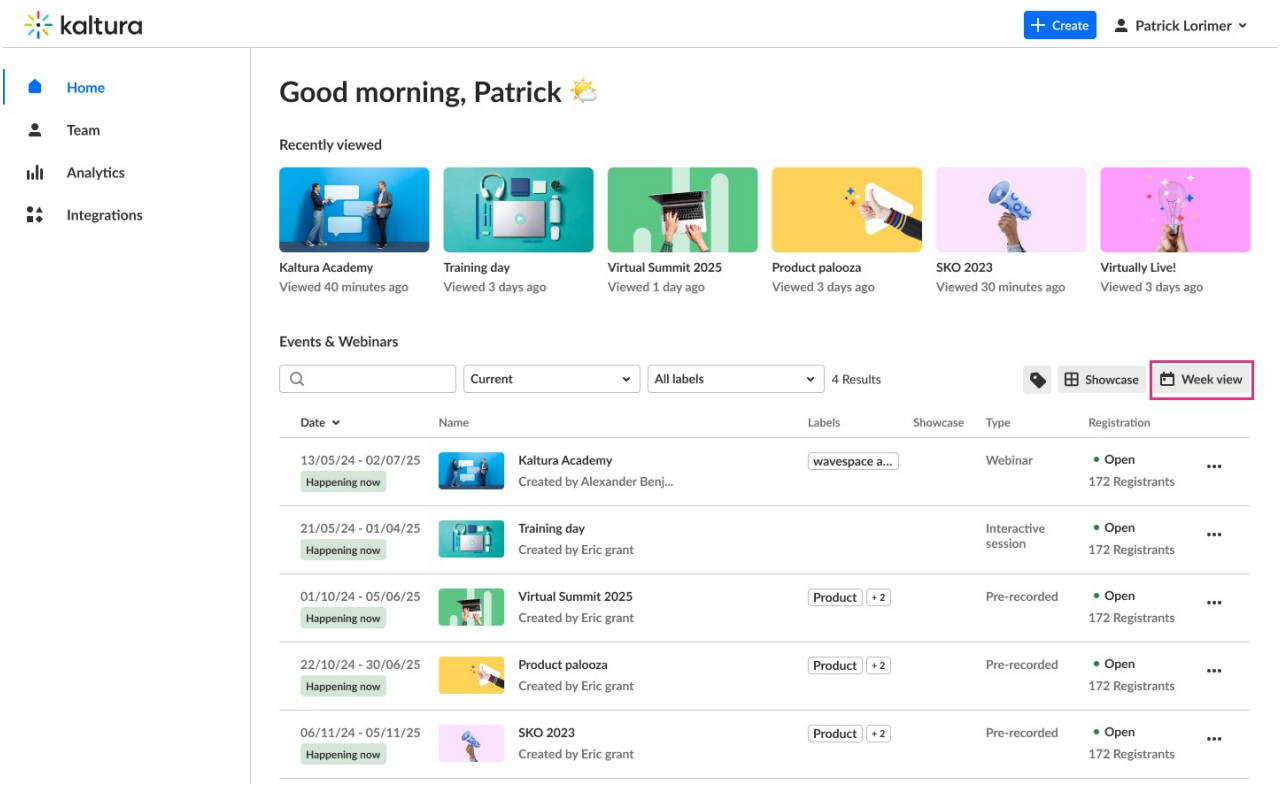
This article is designated for administrators.

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.

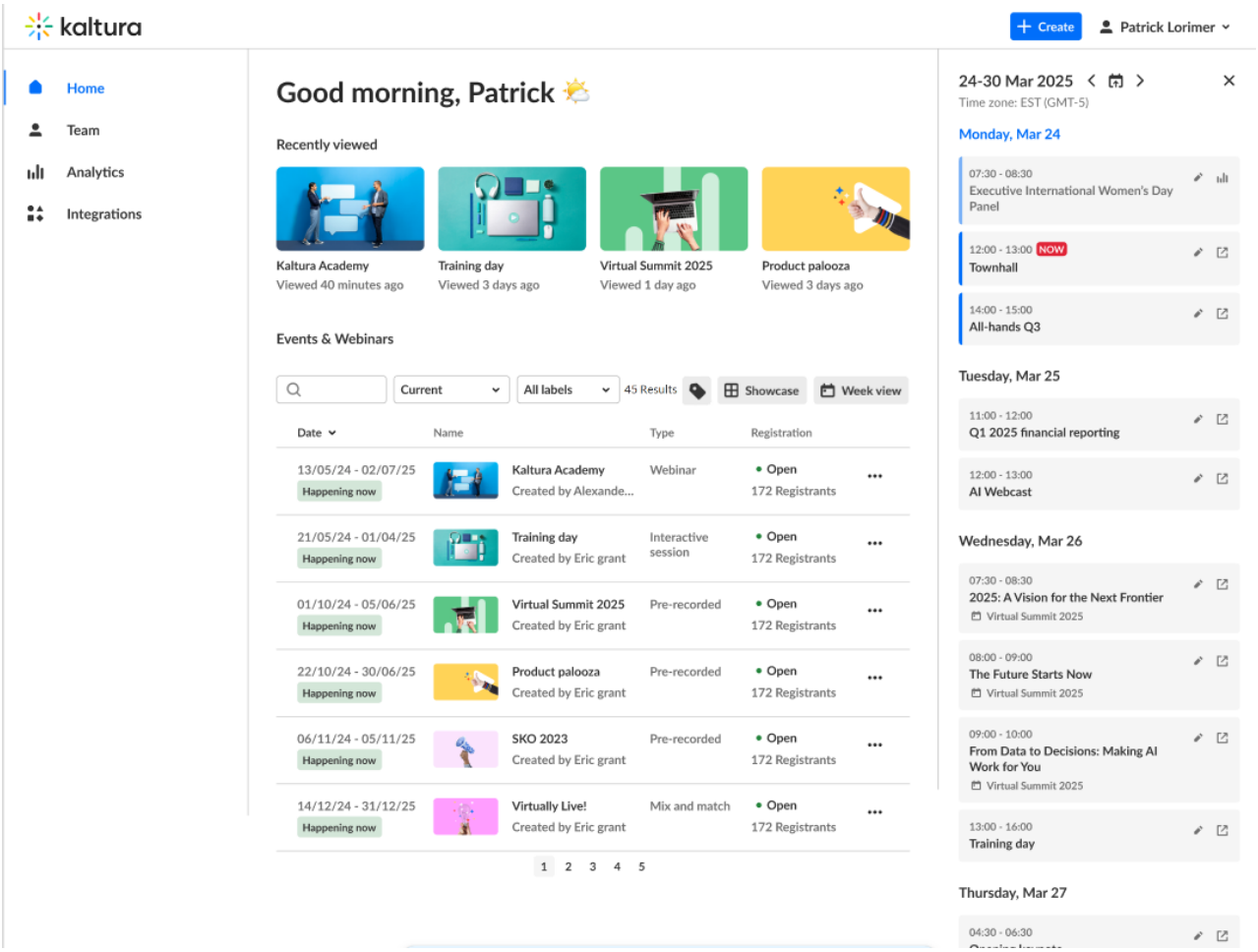
Access the week view

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



The week view panel displays.

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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.

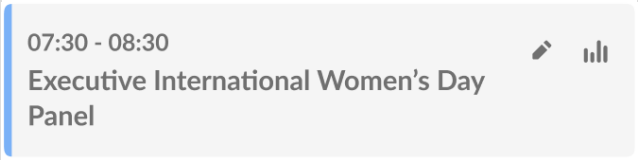
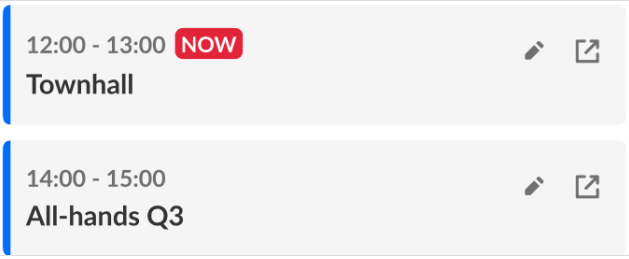
The week is divided by days based on **your local time zone**, with sessions listed in chronological order by start time. If session start times are identical, they are sorted alphabetically by session name.

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.

Session name different from event name	Session name identical to event name
07:30 - 08:30 2025: A Vision for the Next Frontier Virtual Summit 2025	11:00 - 12:00 Q1 2025 financial reporting

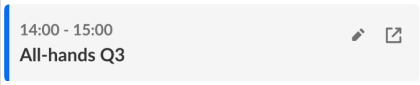
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Sessions that have already taken place on the current day are marked with a light blue colored left border. Sessions that are currently in progress are marked with a "Now" tag and a dark blue colored left border. Sessions that are upcoming in the current day are marked with a dark blue colored left border.

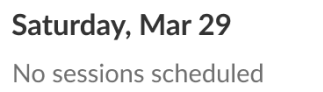
Session that has already taken place today	Session in progress and upcoming session
	

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 are available.

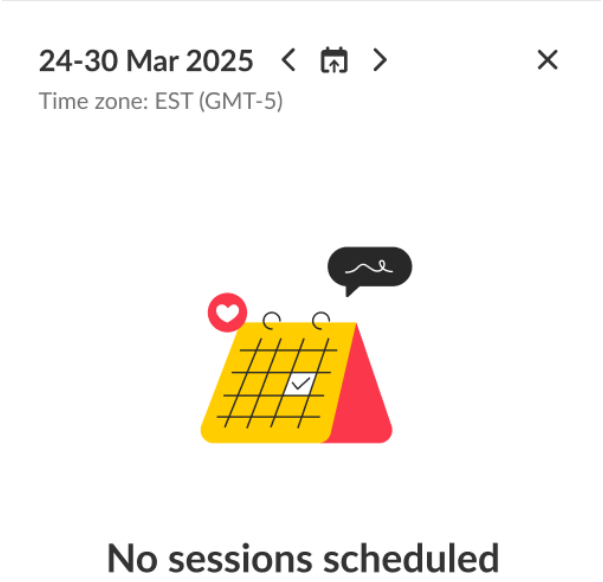
Past session	Current session	Upcoming session
		

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



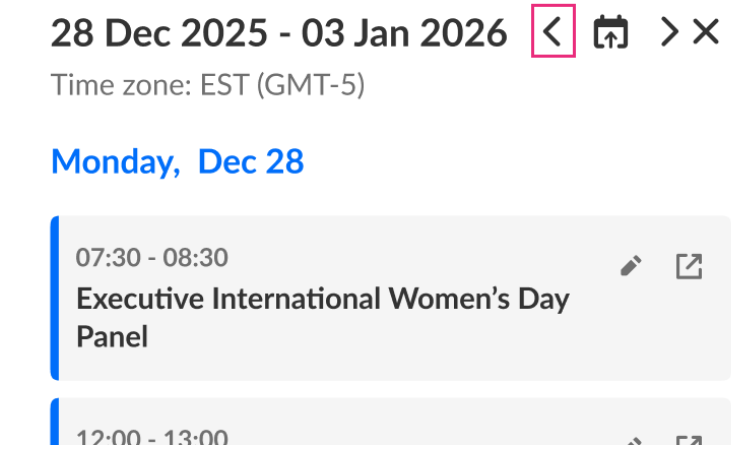
If no sessions are scheduled this week, a notification displays.

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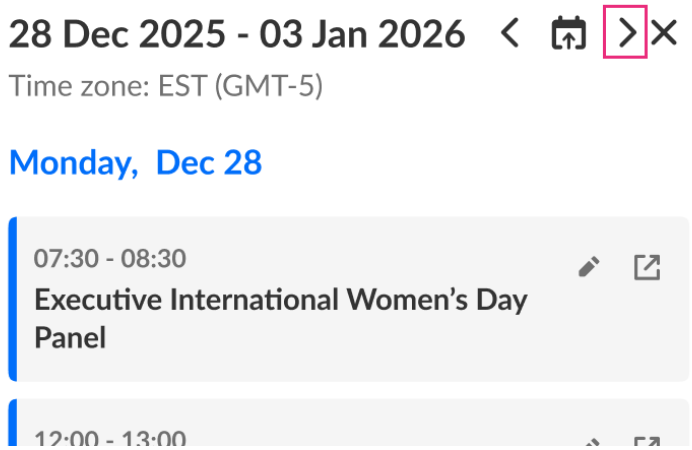
Navigating the week view

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

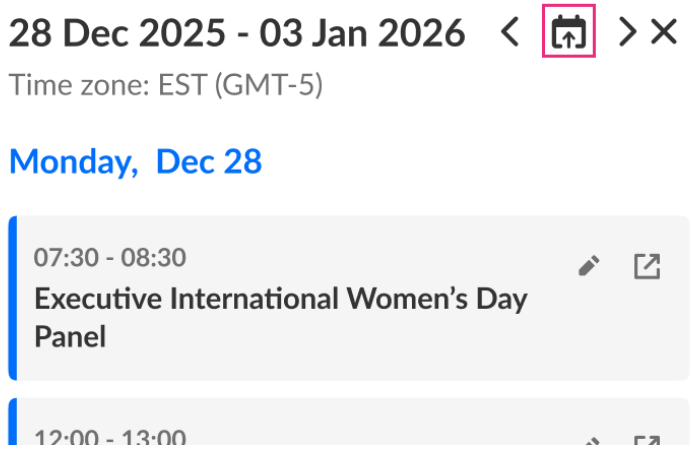


Click the "Next week" button to navigate forward 7 days.

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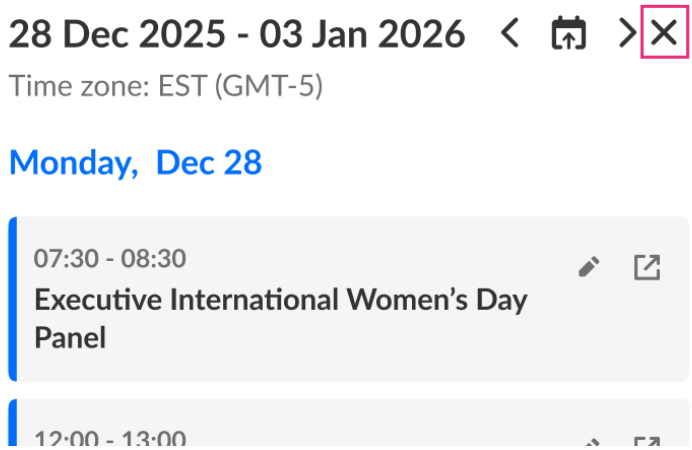
Click the "Go to today" button to see sessions scheduled for today.



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.

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

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