Adding Webinar Links

NC AHEC

ADDING A WEBINAR LINK TO YOUR EVENT

1 Locate the event in the Visual Course Catalog (Courses and Events) on your dashboard. Click on the catalog icon.

2 Find your event by using the search filter.

Filters

Search

Type in event number or title here.

Region

Select region

Credit

Select credit

Type

Select type

Status

Select status

Discipline

Select discipline

Image Status

Select image status

Statewide Tags

Select statewide tag

Start Date Range

End Date Range

Currently displaying 641 total courses and events

3 Open your event from the results.

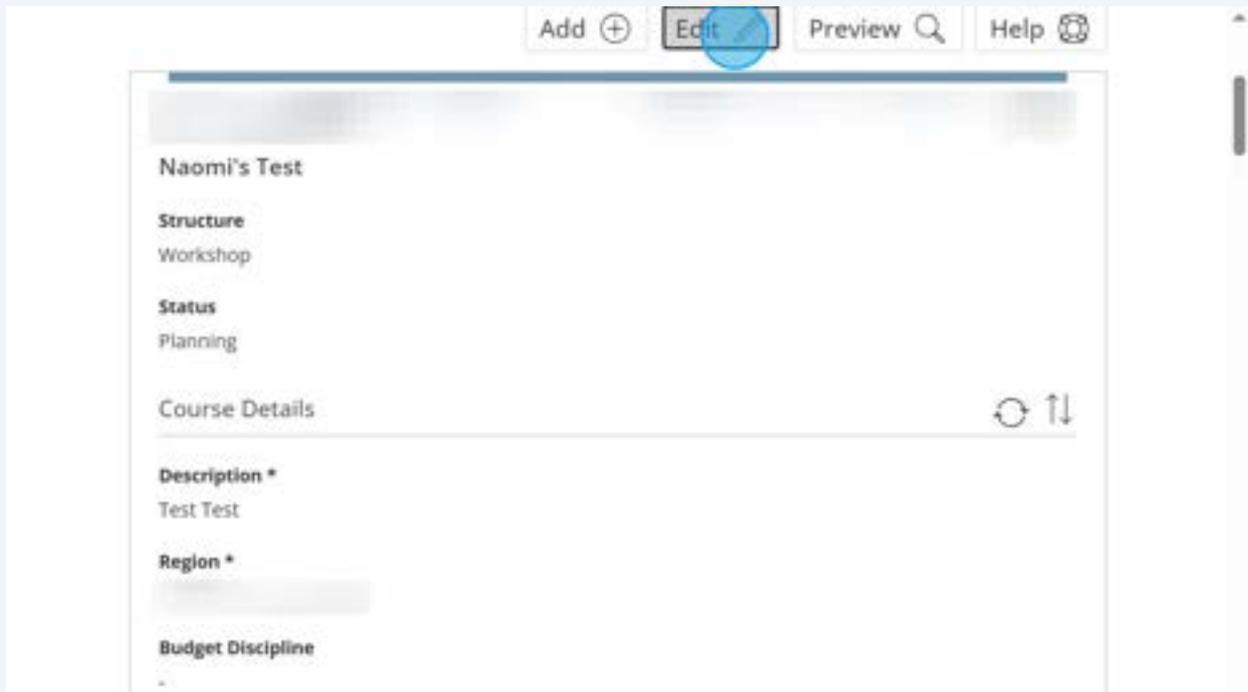Naomi's Test

Structure

Workshop

Status

Planning

Course Details

Description *

Test Test

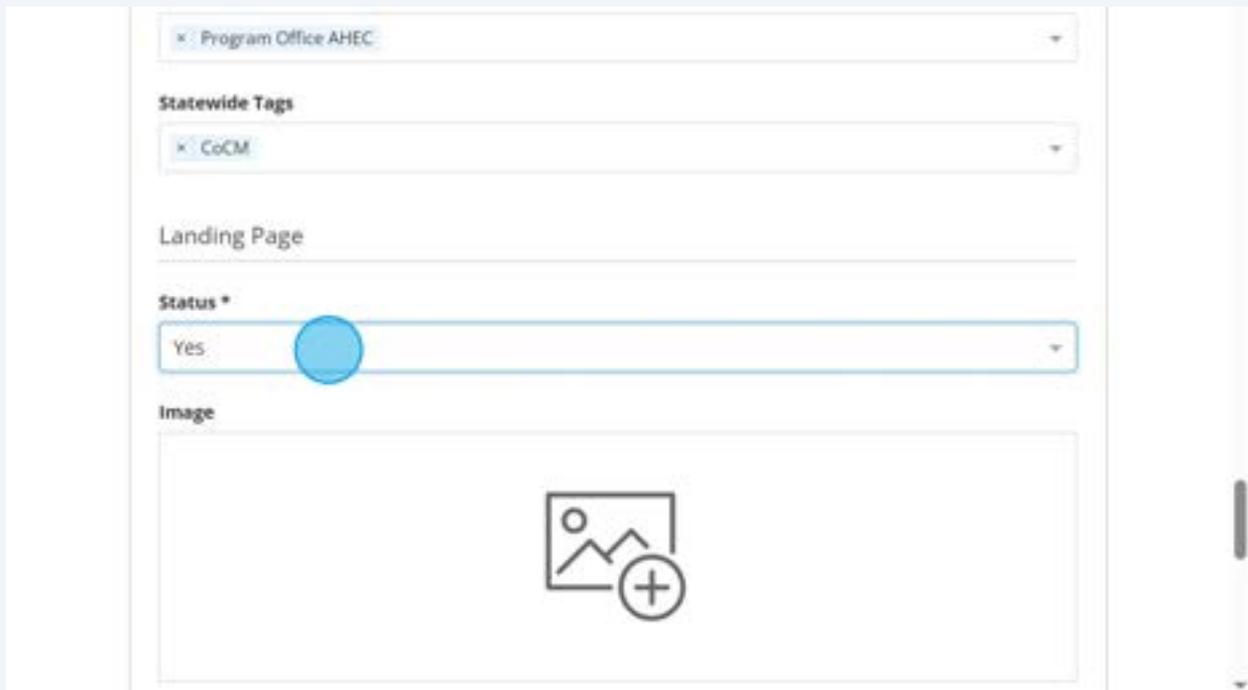**Region ***

Budget Discipline

-

Status *

4 Select edit.

5 Scroll down to. landing page status. Make sure your landing page is set to YES.

6 Scroll down to you see the Custom Join Link URL and add the webinar link.

Custom Join Link URL
Maxlength: 400 characters

URL   ADD LINK HERE

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7

Welcome Message
Maxlength: 4,000 characters

Welcome Message

Custom Join Link URL
Maxlength: 400 characters

https:

8 Scroll back to the top and click on SAVE.

HEALTH CAREERS | STUDENT SERVICES | GRADUATE MEDICAL EDUCATION SUPPORT | CONTINUING PROFESSIONAL DEVELOPMENT | PRACTICE SUPPORT | LIBRARY SERVICES

Courses and Events

Menu ☰

Save 💾   Cancel ⊗   Help 🛟

Name *
Maxlength: 300 characters

Naomi's Test

Description *
Maxlength: 8,000 characters

Test Test

9

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HEALTH CAREERS | STUDENT SERVICES | GRADUATE MEDICAL EDUCATION SUPPORT | CONTINUING PROFESSIONAL DEVELOPMENT | PRACTICE SUPPORT | LIBRARY SERVICES

Courses and Events

Menu ☰

Save 💾   Cancel ⊗   Help 🛟

Name *
Maxlength: 300 characters

Naomi's Test

Description *
Maxlength: 8,000 characters

Test Test

10 Click here to verify the link has been added.

Statewide Tags
CoCM

Landing Page

Status *
Yes

View Landing Page Preview

Image
-

Welcome Message
-

Custom Join Link URL
https:// Join

11 This is what the page should look like when the link has been added and landing page is on.

HEALTH CAREERS | STUDENT SERVICES | GRADUATE MEDICAL EDUCATION SUPPORT | CONTINUING PROFESSIONAL DEVELOPMENT | PRACTICE SUPPORT | LIBRARY SERVICES

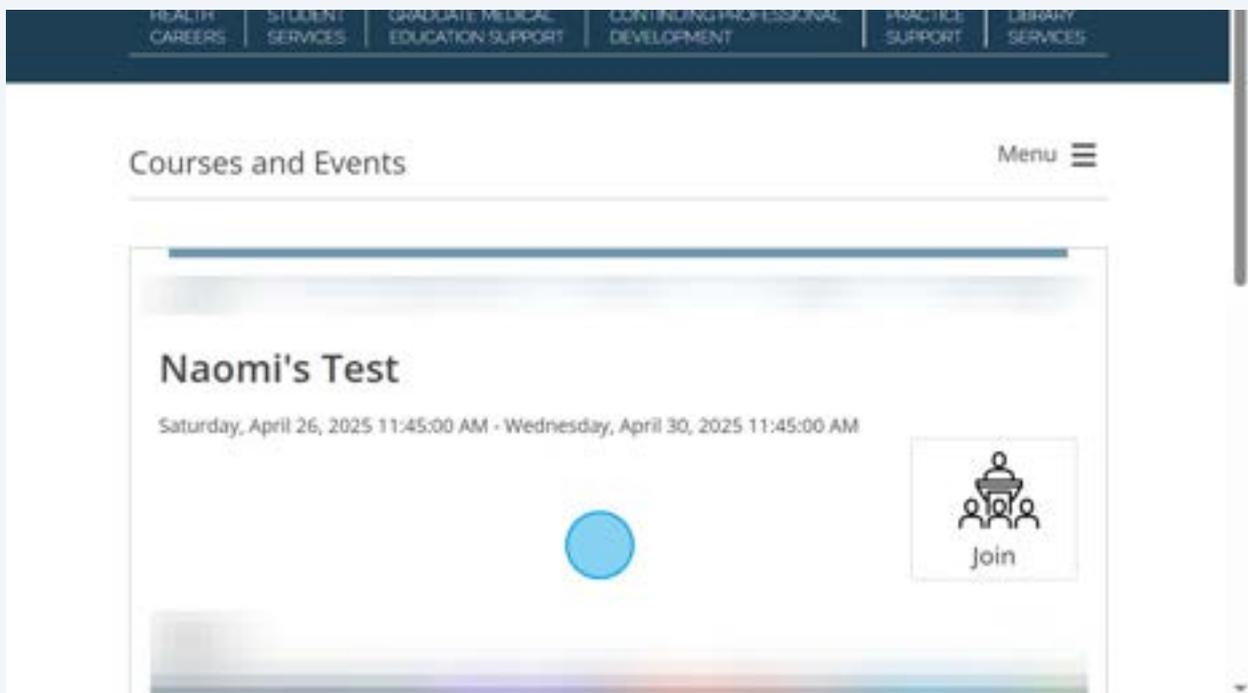Courses and Events   Menu ☰

Naomi's Test

Saturday, April 26, 2025 11:45:00 AM - Wednesday, April 30, 2025 11:45:00 AM

Join

ADDING A WEBINAR LINK TO YOUR SESSION

12   Go to your session. Click on the session and click edit.

Custom Join Link URL

Objectives (0)   + ↻ ↑↓

Sessions (1)   + ↻ ↑↓

Listed below are the Sessions associated with this Course.

ID	Name
308422	test 2
	04/30/2025 10:43:25 AM
	Open

Edit

Below are details specific to this Session.

Name *
test 2

Start Date *

---

13   Go to your landing page, make sure you have yes for status. Then add your webinar link to the custom join link url. Click save.

Learning Management System Integrations

Docebo Integration

No   ▾

Landing Page

Status

Yes   ▾

Custom Join Link URL
Maxlength: 400 characters

URL   Add Link Here

Vendors (0)   + ↻ ↑↓
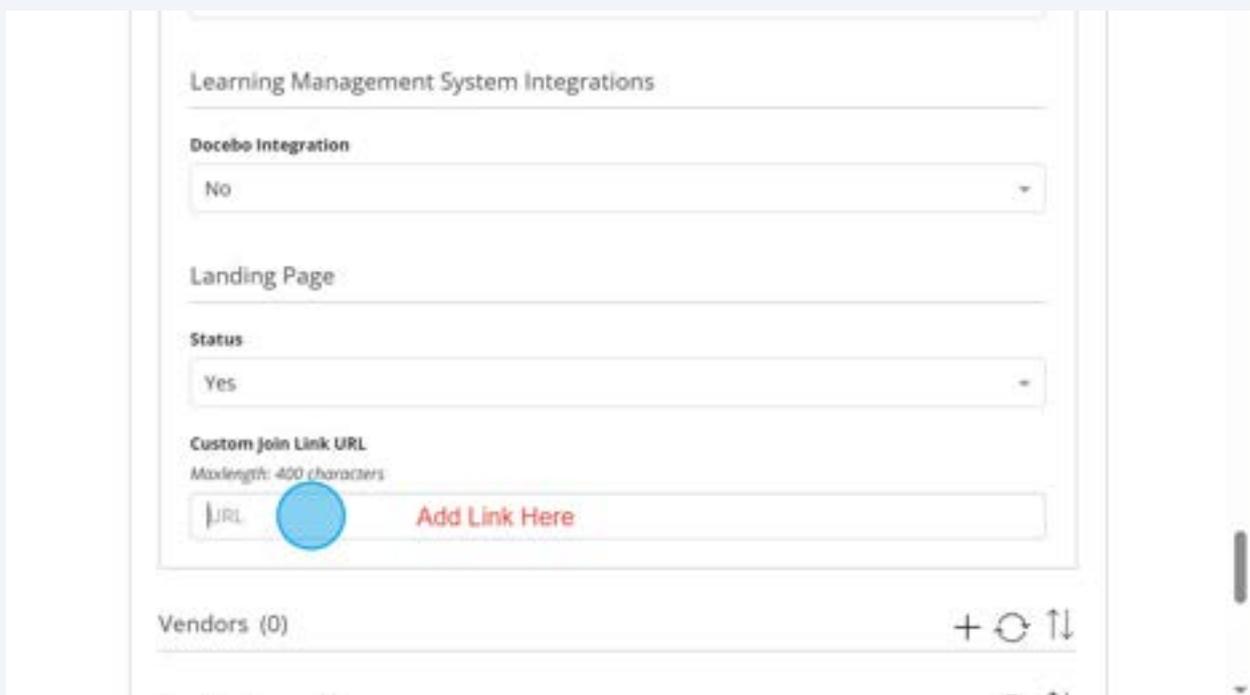
14 After saving everything, scroll down to view landing page preview on the session. Click on that.

Learning Management System Integrations

Docebo Integration
No

Landing Page

Status
Yes

View Landing Page Preview

Custom Join Link URL
https

Vendors (0)   + ⟳ ⇅

Registrations (0)   ⟳ ⇅

No Registrations are associated with this Course.
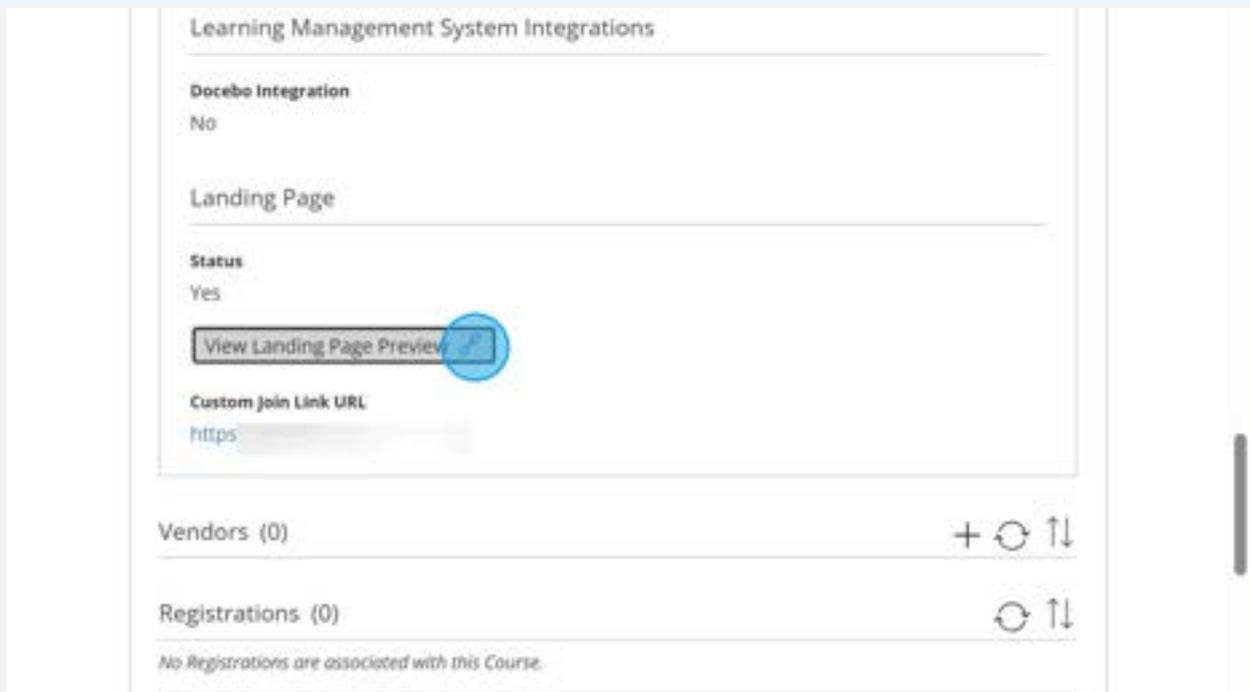
15 This is what the page should look like when the link has been added and landing page is on for a session.

Naomi's Test

Saturday, April 26, 2025 11:45:00 AM - Wednesday, April 30, 2025 11:45:00 AM

Sessions

test 2
Wednesday, April 30, 2025 10:43:25 AM - Thursday, May 1, 2025 10:43:28 AM
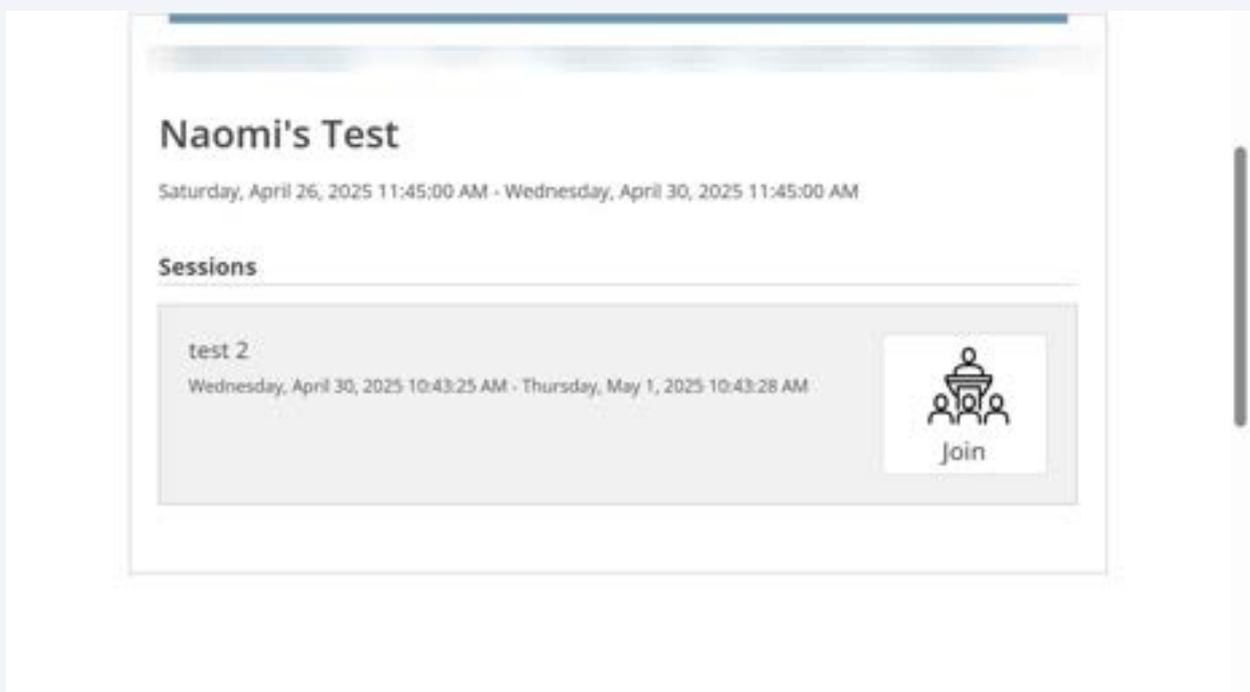
Join

16 And your participants will click on the Join link to join the webinar.

Naomi's Test

Saturday, April 26, 2025 11:45:00 AM - Wednesday, April 30, 2025 11:45:00 AM

Sessions

test 2
Wednesday, April 30, 2025 10:43:25 AM - Thursday, May 1, 2025 10:43:28 AM

Join