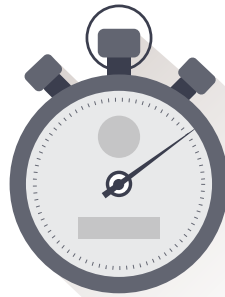


# EVENTS WORKFLOW

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**Qn: Am I in time for my event?**  
**Ans: Let's find out!**

# Standard Workflow

## Equipment Checklist:



1 x Projector Panel/ Screen



1 x Laptop with Internet Connection (LAN Line recommended)



2 x Tablets with Internet Connection (3G/4G recommended)



WiFi connection for every device.

## The person who can do the following:



Go through the Pigeonhole Trial Account



Implement Pigeonhole during the event



Point of contact with Pigeonhole Support team.

## \* Take Note \*

A dedicated internet connection is recommended for the devices powering the Projector Panel and Moderator Panel to ensure a stable connection throughout the session. This is to ensure that any disruption in WiFi connectivity will not affect the speed and response time

## Set up your Pigeonhole

Step 1:  
**Create a Dashboard account**  
*(only for First-time users)*

Step 2:  
**Purchase a Pigeonhole Live plan**

Step 3:  
**Add Sessions**

Step 4:  
**Download Starter Kit**

Step 5:  
**Tech Run**  
*(Preview Mode)*

# Step 1: Create a Dashboard account

## 30-day Trial Plan.

Creating a Pigeonhole Live Dashboard account is really simple. And...it's FREE! Each Pigeonhole comes with a 30-day trial plan, where you can have a complete walk-through of all features available, up to 15 participants. Explore all features available and try setting up a Q&A, Poll and Survey.

## Do a role play.

Get a feel of how simple Pigeonhole Live is - for you and your end users. Assign your team to play a different role - pretend to be the administrator and filter questions submitted by the audience, or act as the moderator and address the most voted questions.

## Make an informed decision.

You can then validate how Pigeonhole Live can enhance audience engagement and hence, be empowered to make an informed decision.

## Important 60 minutes



Set up a Pigeonhole Dashboard account.  
A trial Pigeonhole event will be assigned to you.

03  
minutes



Use the Trial Pigeonhole event  
to set up the **Q&As, Polls, Surveys**.

15  
minutes



Download the Starter Kit.

01  
minute



Go through Audience Web App, Projector Panel, Moderator Panel  
and Admin Panel. Preferably with your team.

20  
minutes



Discuss with your team.

20  
minutes



Decide.

01  
minute

## Step 2: Purchase a Pigeonhole Live Plan

### **Pick the best of three.**

Each Pigeonhole Live Base plan - **Manage, Engage** and **Captivate** - is customised to your different event needs. Select one that sits closest to your requirements. It'll be handy to have your event agenda placed in front of you as you decide on what's best.

### **Mix and match with Add-ons.**

If you need more units of Q&A, Poll or Survey on top of your Base plan, you can always add them to your cart before checking out

### **Check out.**

Make payment with your Credit Card, as long as it has an AMEX, Master or Visa logo - it should work! You can set up your sessions immediately after your payment has been processed. You can also keep track of your purchases on your Dashboard.

## Step 3: Add sessions

### **Fill in your event details.**

You can also enter update your event details such as your event name, event description, and change your event passcode. It can be something as simple as PIGEON123!

### **Add Q&A, Poll and Survey sessions.**

All you have to do is enter your session name, give it a description, and customise the session settings by toggling between "ON" and OFF". Save the changes and you're done - it's that simple.

### **Purchase additional sessions.**

At any point in time if you would like to purchase additional Q&A, Poll or Survey, or extend the duration of your plan, you may conveniently do so from your Dashboard. You'll be able to create these sessions right after you've made your payment.

## Step 4: Download Starter Kit

### **No need to prepare an audience brief, we've got them all ready for you :)**

The amount of preparation that needs to be done before an event could be a pain in the neck. We anticipated that you'll need some sort of help and so...

We've put together a "cheatsheet" a.k.a. Starter Kit which contains everything you need to successfully implement Pigeonhole Live at your event.

Step-by-step guide to onsite setup, emcee introduction script, instructional PowerPoint slides and A5 flyer templates to brief your audience on how to access Pigeonhole Live...

These materials are ready for plug-and-play. Of course, you can also customise them according to your event's requirements.

## Step 5: Tech Run (Preview Mode)

At this stage, you should have already set up your Projector Panel, Admin Panel and Moderator Panel. Your gatekeepers, moderators, and emcee would have also been briefed about their respective roles.

### **Standby for dry run.**

Your cast and crew are gunned up for the final rehearsal. Right now you just want to make sure that everything looks okay for the big day. The Preview Mode will let everyone experience how Pigeonhole Live would be like on the actual day.

### **Try out your setup in Preview Mode**

Think of it as a "simulator", where you can have a full technical run with Pigeonhole, without affecting your actual event settings. All the Q&A, Polls and Surveys on Pigeonhole will look and behave exactly like how it would on the actual event, except in "Preview Mode".

**You are now fully equipped to run the show.**

IT'S

SHOWTIME!

*The stage is now set and you're ready to draw the curtains. Before that, here are a few tips for a fantastic show!*

**Standby your Dashboard.**

Always have your Dashboard set up within your reach for any spontaneous changes. In the event of an overrun, you can extend the 'End Time'. Likewise, If the session begins earlier than expected, you can always 'Start Now'

**Check your Internet speed**

We want you and your audience to have the best experience ever with Pigeonhole Live. To avoid any interruption during the actual session, It'll be useful to run a prior Speed Test ([www.speedtest.com](http://www.speedtest.com)) ensure that it's working well.

**Remind your audience**

Your audience might forget or miss out the instructions on how to get to Pigeonhole Live. Always ensure that your audience have access to these! We've got all the materials you need to remind your audience for you in the Starter Kit (e.g. A5 instructional flyers, powerpoint slides, emcee script). Use them as and when needed during the session.