

Set Up Board Meetings and other External Communications

To configure a Widget to generate an on-demand group meeting video call for your Board of Directors or other on-demand external meetings

1. Sign in at <https://widget.magnifi.io/> and select **Widget Management** from the left Navigation column.
2. Create a New Widget configuration by clicking on **+New Widget** button

The screenshot shows the 'New Widget' configuration form with several red annotations:

- Name your Widget configuration**: Points to the 'WIDGET NAME' input field.
- Select MEETING functionality and ensure additional options are also selected**: Points to the 'Meeting - Generate meeting links upon clicking', 'Copy links to clipboard', and 'Open meeting in new tab' checkboxes.
- Adjust lobby/meeting background colour**: Points to the 'LOBBY BACKGROUND COLOUR' color picker.
- Change the display icon**: Points to the 'Change' button next to the 'ICON' field.
- Save your Widget**: Points to the 'Save' button at the bottom right.

The form includes sections for 'WIDGET NAME', 'ROOM TYPE' (set to 'Group'), 'WIDGET FUNCTIONALITY' (with checkboxes for 'Call - Make inbound call requests', 'Meeting - Generate meeting links upon clicking', 'Copy links to clipboard', and 'Open meeting in new tab'), and 'MANAGERS WHO CAN USE THIS WIDGET'. Below this is the 'Settings' section with 'ICON' (a magnifying glass icon), 'LOBBY BACKGROUND COLOUR' (a color picker), and 'Share Meeting Links' section with a message template and a 'MESSAGE WHEN SHARING' field. At the bottom, there are checkboxes for 'RECORD' and 'PROVIDE DIAL IN NUMBER FOR CALLS?'.

3. Proceed with the steps for how to embed your Widget in WordPress as outlined on <https://magnifi.io/wordpress-widget/>
4. This Widget should be embedded on a non-public-facing page – either a published page that is not included in the menu system, or a password-protected page.
5. To use this Widget, a person with Administrator rights who is signed into the Widget Admin dashboard clicks on the Widget to create the meeting, which will automatically open in a new tab on their browser. From within the meeting they can invite attendees either by sharing the link though email or copying the meeting link and sending it through SMS, Slack, Discord etc.

6. Note that this configuration cannot be used to schedule a meeting in the future at this time. However, attendees can be given the URL to an existing non-public-facing WordPress page, and asked to visit the page to obtain their meeting link just before the start time. The Administrator would begin the meeting early and publish the link to the meeting on that page, allowing attendees to enter the meeting as they arrive.