

## Host video meetings/webinars (Consultants, Relationship Coaches)

To configure a Widget to generate an on-demand group video meeting or webinar

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

**New Widget** [Close]

WIDGET NAME [Text Field] ROOM TYPE [Group]

WIDGET FUNCTIONALITY (PLEASE CHOOSE EITHER CALL OR MEETING FUNCTIONALITY, DEPENDING ON USE CASE)

- Call - Make inbound call requests.
- Meeting - Generate meeting links upon clicking. **Select MEETING functionality and ensure additional options are also selected**
- Copy links to clipboard.
- Open meeting in new tab.

MANAGERS WHO CAN USE THIS WIDGET (ADD MANAGERS UNDER SETTINGS/USER MANAGEMENT)

[Empty Text Field]

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**Settings**

ICON [m] [Change] **Change the display icon**

LOBBY BACKGROUND COLOUR [Color Picker] **Adjust lobby/meeting background colour**

**Share Meeting Links**

MESSAGE WHEN SHARING

Available Placeholders: {{MeetingLink}}, {{HostName}}, {{DialInNumber}}

Hello,  
Jennifer Radford has invited you to a meeting. You may join by visiting the following link:  
{{MeetingLink}}.  
Thanks.

RECORD  PROVIDE DIAL IN NUMBER FOR CALLS?

**Save your Widget** [Save]

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.

- a. For Webinars, the Host should provide the URL to an existing public or private facing WordPress page or post to all confirmed attendees who have paid the fee to attend.
- b. The attendees 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/post, allowing attendees to enter the meeting as they arrive.