



MOBILE DOORMAN  
University

# How-To Online Events

*Powered by Zoom*

Step

1



Events

Locate the Events feature within your left-hand navigation bar to begin.

Step

2

ents

ADD EVENT

Click Add Event in the top-right corner of the dashboard to create a new Online Event.

Step

3



Online?

Enter your event details in the form as normal, including a title, description and image. Be sure to check the “Online?” box.

Step

4

Start Event

15-min before the event begins, Residents will receive a reminder via their app, and Staff will receive the Zoom link via their email. Press “Start Event” to begin.



**Reminder: Event Startin**



Virtual Happy Hour is sta  
to join.

Finally, 1-minute before the Event, Residents will receive the Zoom link to join the meeting.

## Need more help?

Visit [MobileDoorman.com/Online-Events](https://MobileDoorman.com/Online-Events) or contact  
[Success@MobileDoorman.com](mailto:Success@MobileDoorman.com) today

