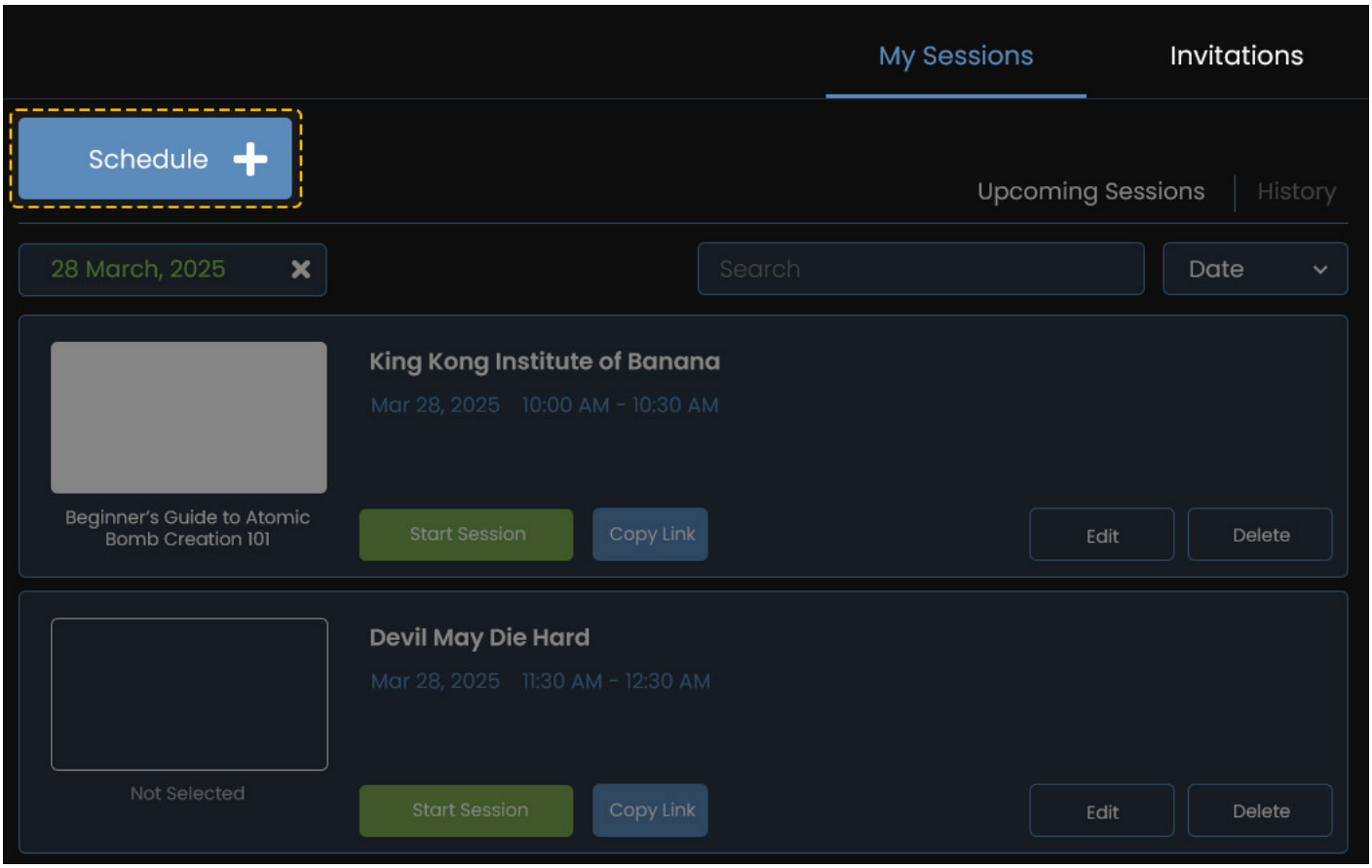
Scheduling a collaboration session

This procedure details how to set up a multi-user VR Collaboration session using the **SimLab Dashboard** (website).

Steps to Schedule a Session

1. Access the Schedule Page:

- ◦ Log in to the SimLab Dashboard.
  ◦ Navigate to the **My Sessions** page (if you aren't already there).
  ◦ Click the **Schedule +** button located above the calendar.



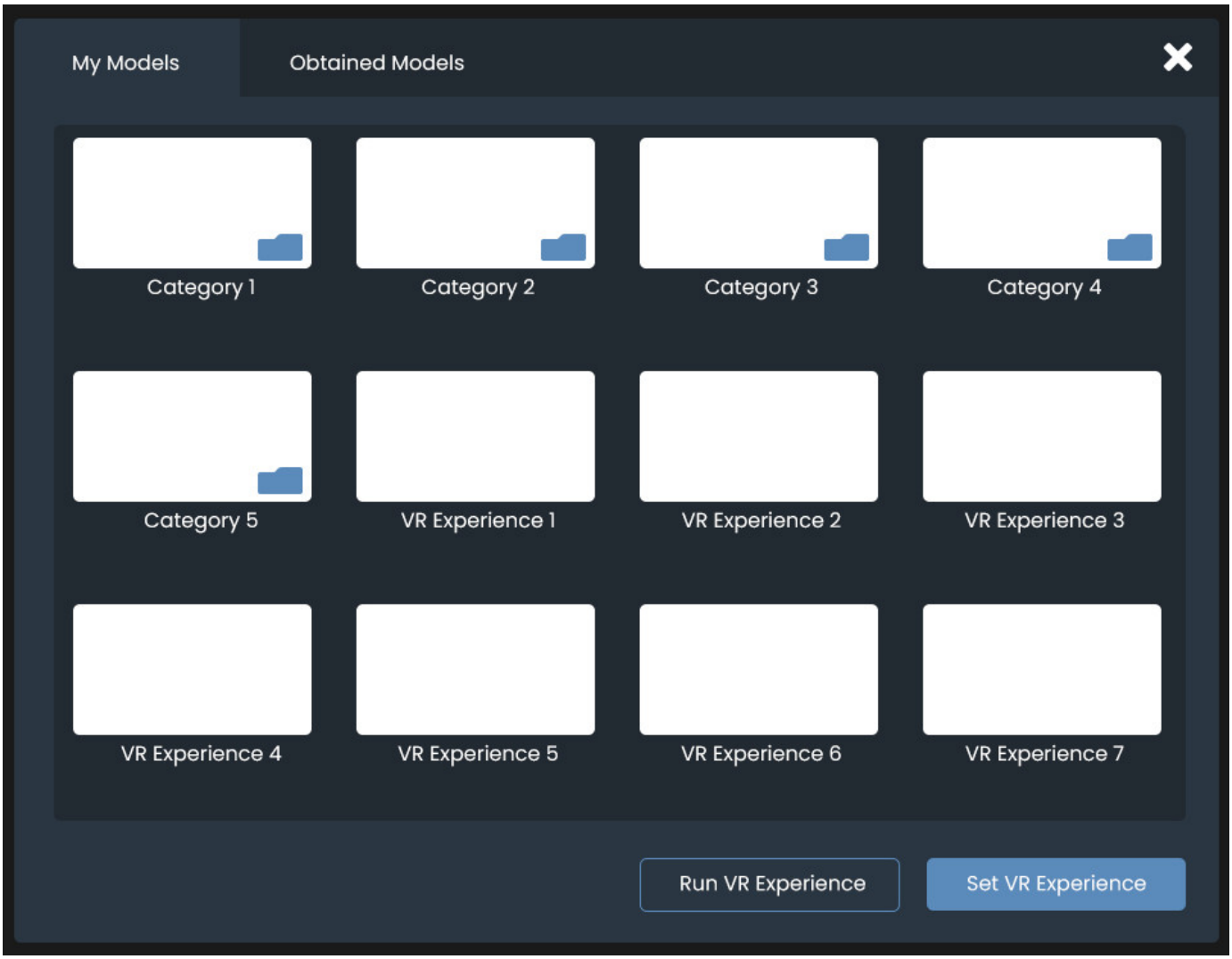
2. Enter Event Details (Refer to **Web_Schedule.jpg** and **Web_Schedule_Groups.jpg**):

- ◦ **Session Title:** Enter a descriptive name for your session.
  ◦ **Date & Time:** Select the desired **Date** and **Time** for the session.
  ◦ **Recurring Event (Optional):** Check the box and select a frequency (e.g., "Daily") if the session should repeat.



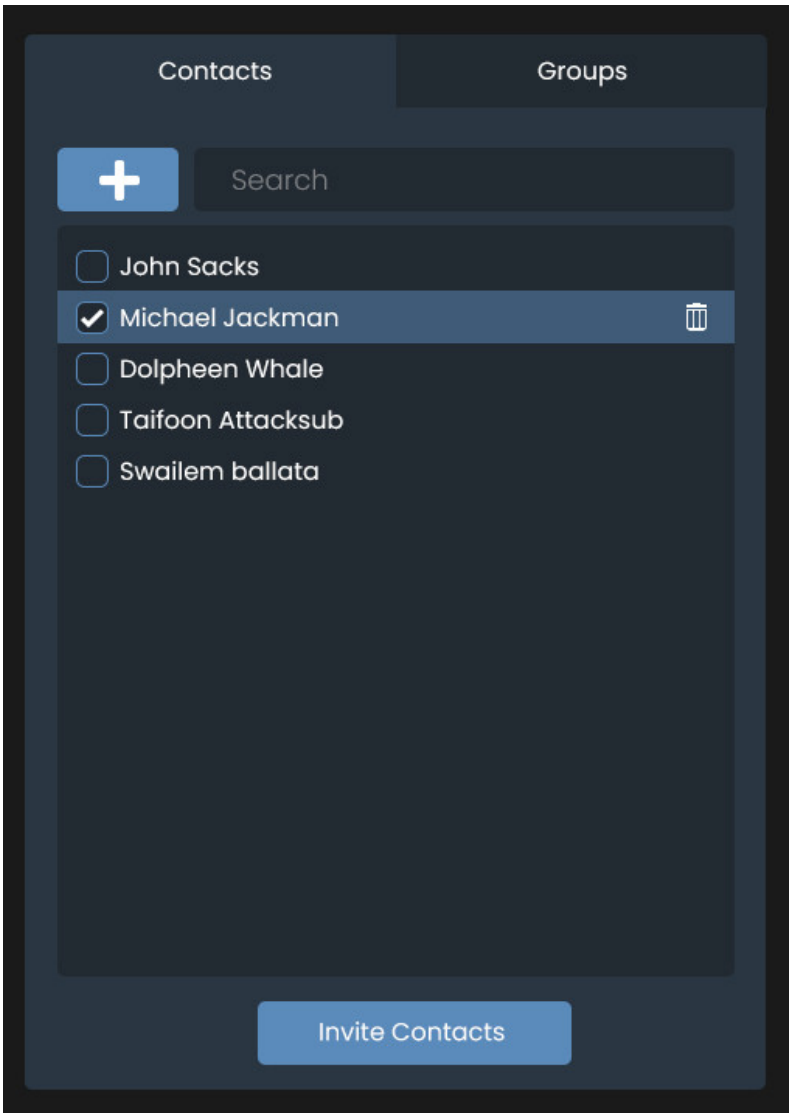
3. Select VR Experience (Optional):

- ◦ Under the **VR Experience** section, click the **Change** button.
  ◦ A pop-up will appear showing your available models/experiences .
  ◦ Click on the desired model.
  ◦ Click **Set VR Experience**.



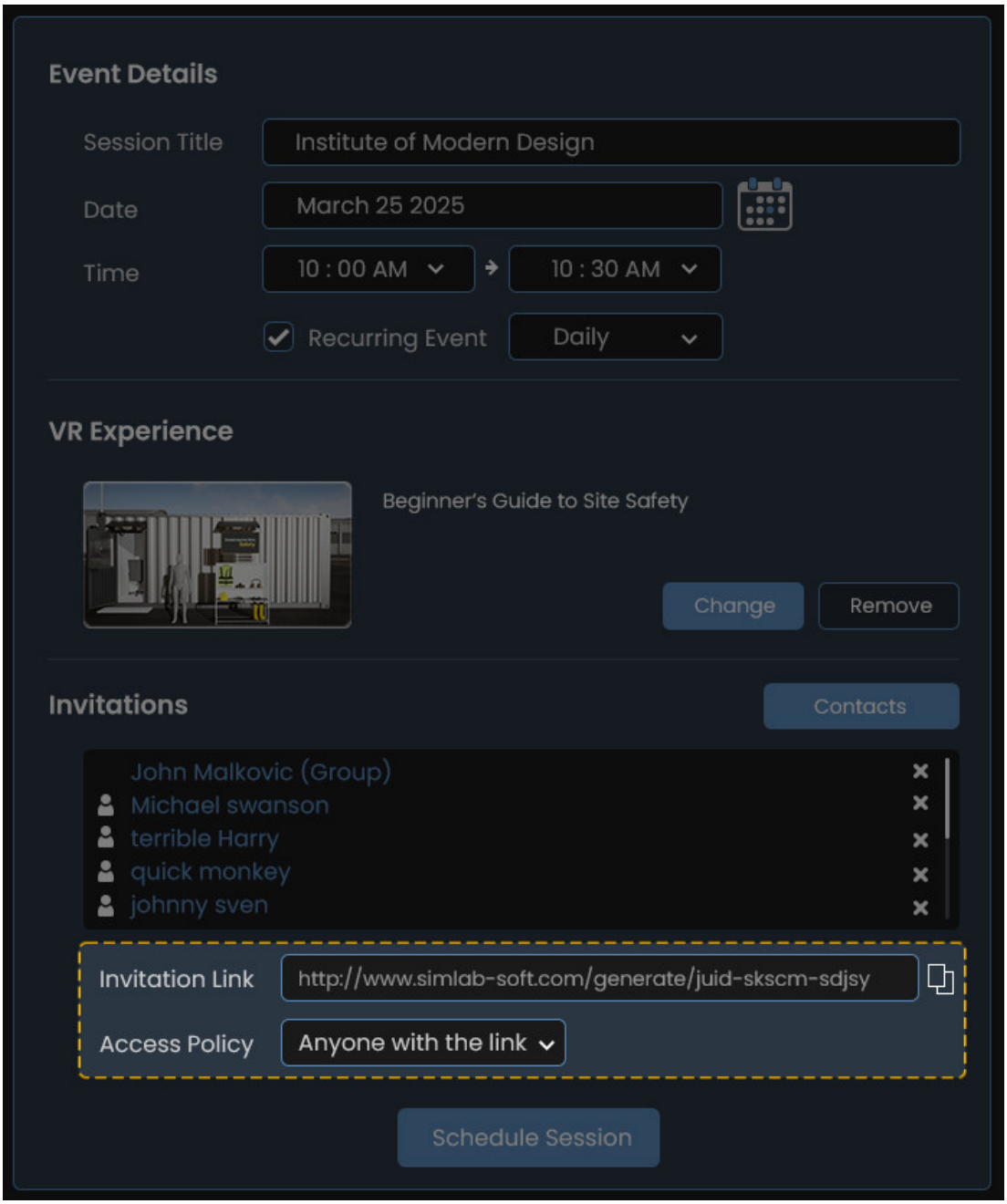
4. Invite Participants:

- ◦ Click the **Contacts** Button to display your contacts manager.
  ◦ Check the boxes next to the names or groups you wish to invite (e.g., "Michael Jackman" or "Testing Group").
  ◦ Click the **Invite Contacts** button at the bottom of the panel. The invited users will appear under the **Invitations** list.



5. Review Invitation Settings:

- ◦ **Invitation Link:** This link allows external users to join.
  - ◦ **Access Policy:** Choose who can join ("Anyone with the link" or "Contacts only").



6. Finalize Schedule:

- ○ Click the **Schedule Session** button.

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