

## Studio Configuration Checklist

### Overview

The Studio Configuration Checklist is a tool System Administrators can use to confirm their Essentials or Expert webcasts are scheduled correctly for their needs. We recommend completing this quality checklist for all scheduled webcasts.

### Checklist Basics

1. As a System Administrator, access the webcast you wish to quality check. The checklist follows the webcast configuration navigation menu and does not include presenter console checkpoints.
2. Use this checklist to confirm settings connected to your webcast are correctly configured.
3. You only need to confirm items you are using for your webcast! Mark items you do not need to check as Not Applicable (N/A).
4. Use the Update column to document errors, inaccuracies, and inconsistencies you encounter.
5. Complete the applicable corrections and check your work again.

Settings				
Settings Configured	Correct	N/A	Update	Comments/Findings
Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Abstract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Presentation Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date/Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bypass Date/Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test Webcast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimated Duration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Early Entrance Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Integrated Telephony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access (with or w/o password)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Header Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standby Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Archive Expiration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Second Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
External ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Support Email Address (Optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manage Show Login Referrers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Webcast Classification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Staffers				
Staffers Added/Configured	Yes	N/A	Update	Comments/Findings
Speakers created/added	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaker photos/bios uploaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Webcast Engineer created/added	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Viewer accounts created/added	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Staffers created/added	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All Staffers are assigned correct role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Registration				
Settings Configured	Yes	N/A	Update	Comments/Findings
Header Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Branding Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Default Time Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On Successful Completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Custom Error Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Group Identifier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Two-Factor Authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Media Sharing Widget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fields Configured				
Fields Configured	Yes	N/A	Update	Comments/Findings
Fields added/ required as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fields display in the correct order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preview				
Preview	Yes	N/A	Update	Comments/Findings
Webcast Text displays correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaker section displays correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Social Media Share links are active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration fields are displayed in the correct order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Header Image and branding display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Login</b>				
<b>Settings Configured</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Header Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Branding Color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Login Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Login Field Label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Password Field Label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Media Sharing Widget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Preview</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Webcast Text displays correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaker section displays correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Media Share links are active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Login fields display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Header Image and branding display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Messaging</b>				
<b>Emails/VCalendar</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Header Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email From Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VCalendar Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Registration Confirmation</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email is set to trigger upon successful registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email has been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Header Image and branding display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Body Text is correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email links and button direct to the appropriate destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>1 Week Reminder</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email has been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Header Image and branding display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Body Text is correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email links and button direct to the appropriate destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduling is set to send 1 week before the webcast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recipient list is set to "Registered for this webcast"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>24 Hour Reminder</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email has been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Header Image and branding display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Body Text is correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email links and button direct to the appropriate destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduling is set to send 1 day before the webcast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recipient list is set to "Registered for this webcast"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Now Open</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email has been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Header Image and branding display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Body Text is correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email links and button direct to the appropriate destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduling is set to send at start of the webcast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recipient list is set to "Registered for this webcast"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sorry We Missed You</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email has been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Header Image and branding display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Body Text is correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Email links and button direct to the appropriate destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduling is set to send after the webcast concludes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recipient list is set to "Did not attend this webcast"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Thank You for Attending</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email has been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Header Image and branding display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Body Text is correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email links and button direct to the appropriate destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduling is set to send after the webcast concludes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recipient list is set to "Attended this webcast"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Any Additional Messaging</b>	<b>Yes</b>	<b>N/A</b>	<b>Update</b>	<b>Comments/Findings</b>
Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email has been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Header Image and branding display correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Body Text is correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email links and button direct to the appropriate destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduling is set correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recipient list is set correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Slides				
Slide List Uploaded/Configured	Yes	N/A	Update	Comments/Findings
PowerPoint file(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Welcome Slide enabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter Slides enabled/titled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Image(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Polling question(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Polling response type/ answer(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Polling results slide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Video file(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Language Files Uploaded				
Language Alternates	Yes	N/A	Update	Comments/Findings
Language Alternates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Handouts				
Handouts Uploaded/Configured	Yes	N/A	Update	Comments/Findings
File(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Web page(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All handout titles and descriptions are correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Layout				
Webcast Layout	Yes	N/A	Update	Comments/Findings
Attendee View Layout Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Layout Header Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Display Layout Panels Enabled/Configured				
Display Layout Panels Enabled/Configured	Yes	N/A	Update	Comments/Findings
Abstract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CO2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Q&A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Share Widget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaker Bio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STUDIO Layout Header Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twitter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tools				
Settings Enabled/Configured	Yes	N/A	Update	Comments/Findings
Attendee Checkpoints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CPE Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Custom User Fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Invite a Friend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Options (Import Users)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Options (Packages)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Options (Payment Setup)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Options (Register Existing Users)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Options (Domain/Email Restrictions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reset Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Text Override	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Webcast Embed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	