

What are Sign-up meeting types?


There are three types of events or meetings:

- Open meetings
- Single-slot meetings
- Multiple-slot meetings

Note: All meeting types can be set up as recurring events, which creates several different meetings under the same title according to a given schedule. See [How do I create a meeting?](#) for information on the meeting frequency setting.

Open Meetings

Meeting Details


Title:	Guest Speaker
Organizer:	Demo Instructor
Location:	Room 106
Category:	
Meeting Date:	Friday, March 27, 2020
Time Period:	10:00 AM - 12:00 PM
iCalendar link:	 Download
Available To:	▶ Show site(s)/group(s) details
Description:	Our guest speaker will be here to give a presentation and answer any questions you may have.

This is an open session meeting. No sign-up is necessary.

This option creates a single timeslot for an event or meeting, serving as an announcement. No attendance list is kept, so participants who plan to attend are not required to sign up.

Single Slot

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Instructor
Location: Science Center
Category:
Meeting Date: Saturday, March 28, 2020
Time Period: 10:00 AM - 4:00 PM
iCalendar link:  [Download](#)
Sign-up Begins: March 28, 2020 10:00 AM
Sign-up Ends: March 28, 2020 3:00 PM
Available To: [▶ Show site\(s\)/group\(s\) details](#)
Description: This is an all day field trip to an off-campus Science Center. Students will receive 10 bonus points for attending.

Email

Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

[▲ Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
10:00 AM - 4:00 PM	10	+ Add Participant	Add Participant (disabled command)

A single timeslot is created, an attendance list is maintained, and the number of participants can be limited or unlimited. Participants are required to sign up in order to appear on the attendance list.

Multiple Slots

Meeting Details

Title: Office Hours
Organizer: Demo Instructor
Location: Office 336, Frost Hall
Category:
Meeting Date: Friday, March 27, 2020
Time Period: 1:00 PM - 3:00 PM
iCalendar link: [Download](#)
Sign-up Begins: March 27, 2020 1:00 PM
Sign-up Ends: March 27, 2020 2:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: Office hours are available by appointment only.

Email
Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
1:00 PM - 1:15 PM	1	+ Add Participant	Add Participant (disabled command)
1:15 PM - 1:30 PM	1	+ Add Participant	Add Participant (disabled command)
1:30 PM - 1:45 PM	1	+ Add Participant	Add Participant (disabled command)
1:45 PM - 2:00 PM	1	+ Add Participant	Add Participant (disabled command)
2:00 PM - 2:15 PM	1	+ Add Participant	Add Participant (disabled command)
2:15 PM - 2:30 PM	1	+ Add Participant	Add Participant (disabled command)
2:30 PM - 2:45 PM	1	+ Add Participant	Add Participant (disabled command)
2:45 PM - 3:00 PM	1	+ Add Participant	Add Participant (disabled command)

A single time span can be divided into any number of timeslots of equal length under a single meeting name. For example, a two hour meeting could have four half-hour slots, three 40-minute slots, or eight quarter-hour slots. The timeslots can also be defined at irregular times over different days. For each slot, a maximum number of participants is specified. Participants are required to sign up in order to appear on the attendance list. The resulting series of timeslots can be removed or modified individually. (This option does not automatically set up a recurring meeting.)