

Invite people to a Workplace

Plan a meeting with coordinator tools

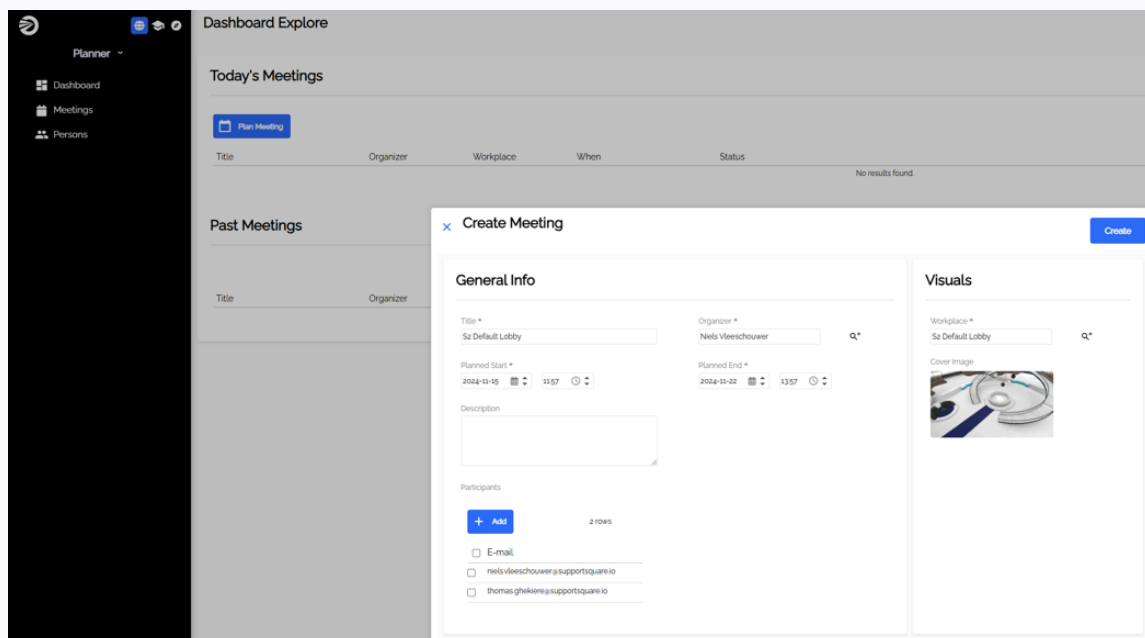
This option is ideal if you want to organize a formal guided tour or experience. You will attend the meeting in VR with your participants.

Note

Make sure **Explore square** is selected. You can change squares by clicking on the corresponding icon. 

Note

Make sure you have the **Planner** role. You can change roles by clicking on them and switch to another one in the list.



The screenshot displays the 'Dashboard Explore' interface. On the left is a dark sidebar with a 'Planner' menu. The main area shows 'Today's Meetings' and 'Past Meetings' tables, both currently empty. A 'Create Meeting' modal is open, featuring a 'General Info' section with fields for Title, Organizer, Planned Start, Planned End, and Description. The 'Visuals' section on the right includes a Workplace dropdown and a Cover image. Below the modal, there is a 'Participants' list with an 'Add' button and a table showing two rows of participant information.

Title	Organizer	Workplace	When	Status
No results found				

Title	Organizer
No results found	

Create Meeting

General Info

Title *
Sz Default Lobby

Planned Start *
2024-12-15 11:57

Description

Organizer *
Niels Veerschouwer

Planned End *
2024-12-22 13:57

Visuals

Workplace *
Sz Default Lobby

Cover image


Participants

+ Add 2 rows

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Create

- Click on 'Plan Meeting'.
- Give a title to your meeting. This could be the name of an event or exhibition for example.