

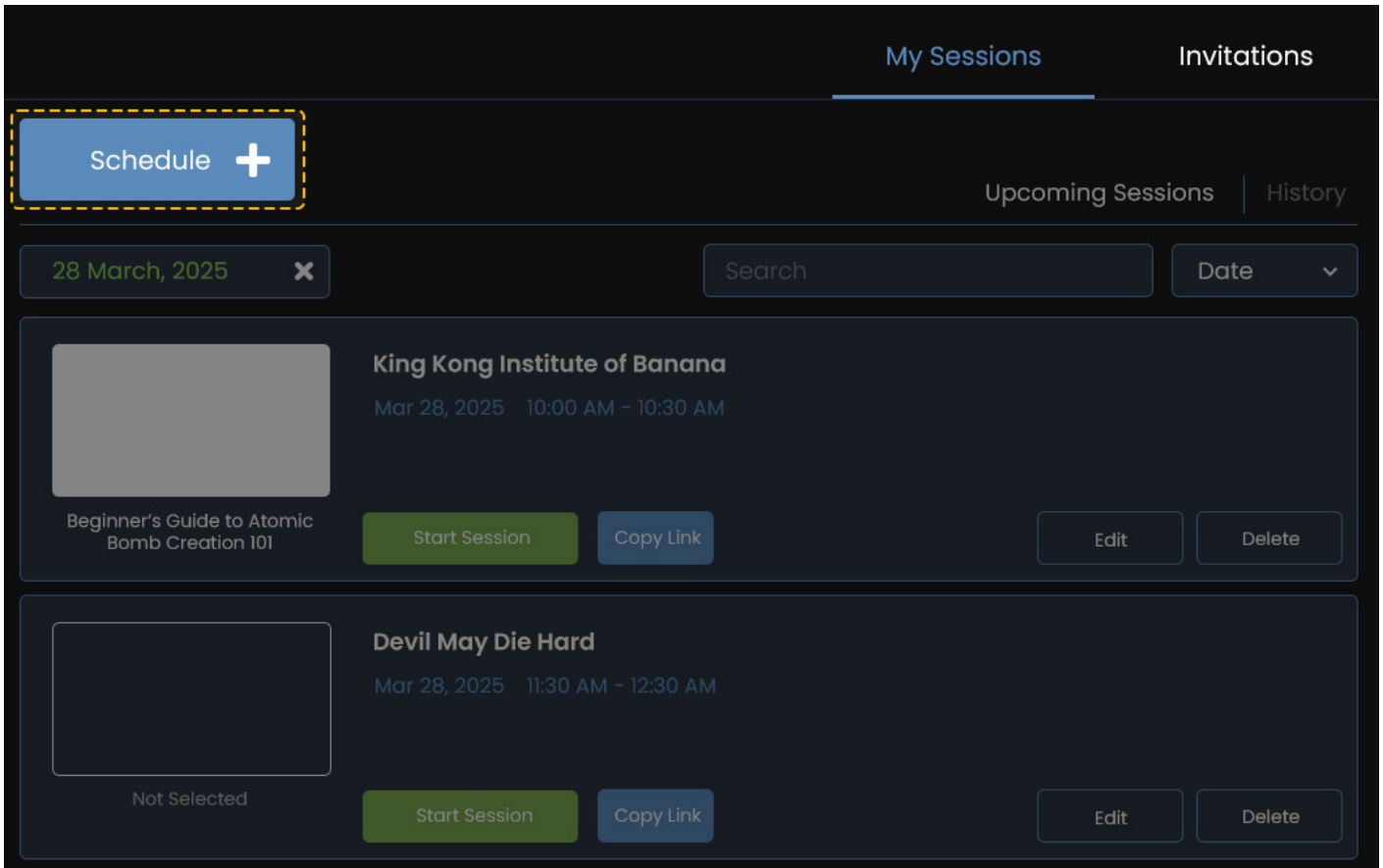
# Scheduling a collaboration session

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.

### Event Details

Session Title


Date  

Time  →

Recurring Event

---

### VR Experience





Beginner's Guide to Site Safety


---


### Invitations


John Malkovic (Group) ×

 Michael swanson ×

 terrible Harry ×

 quick monkey ×

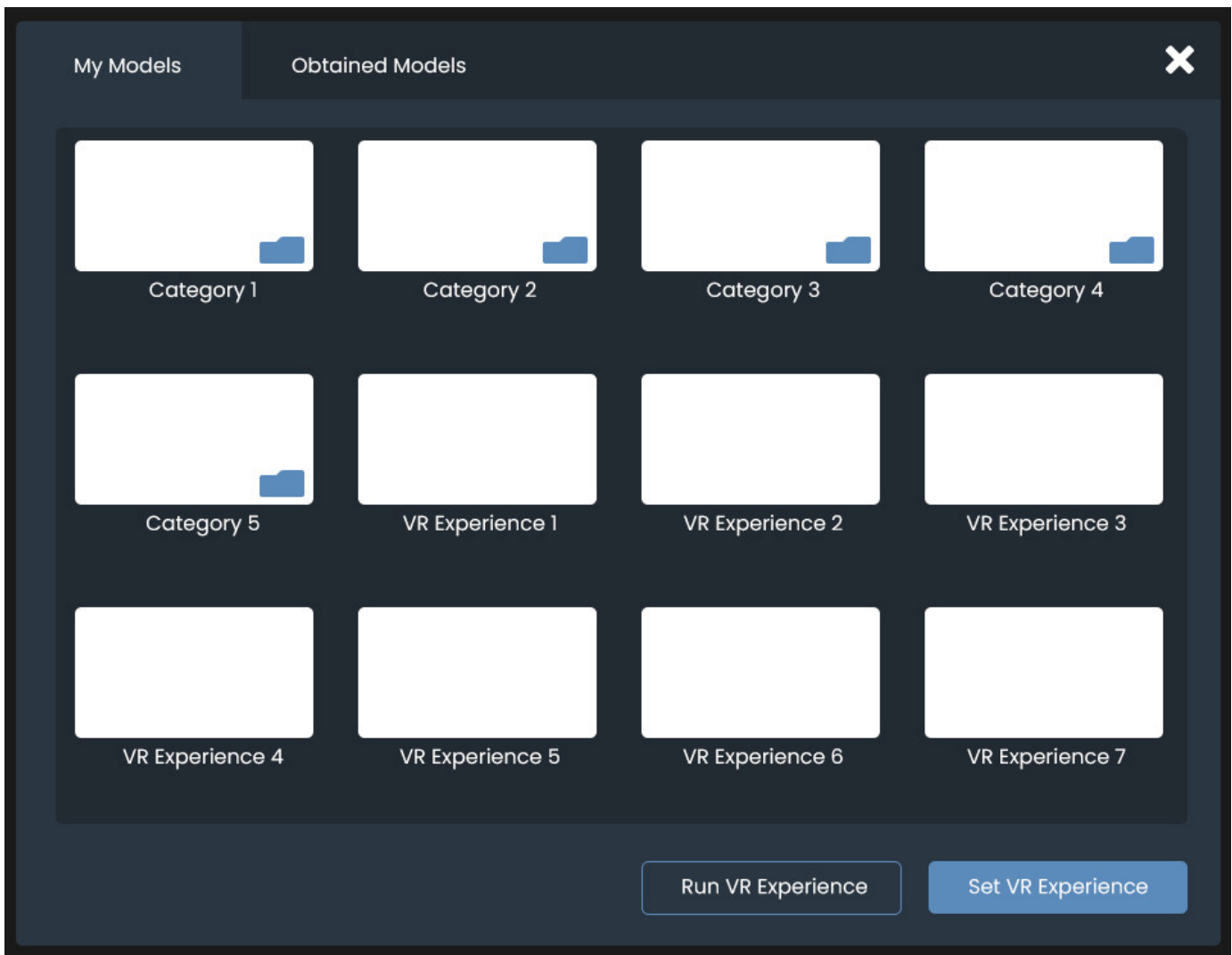
 johnny sven ×

Invitation Link  

Access Policy

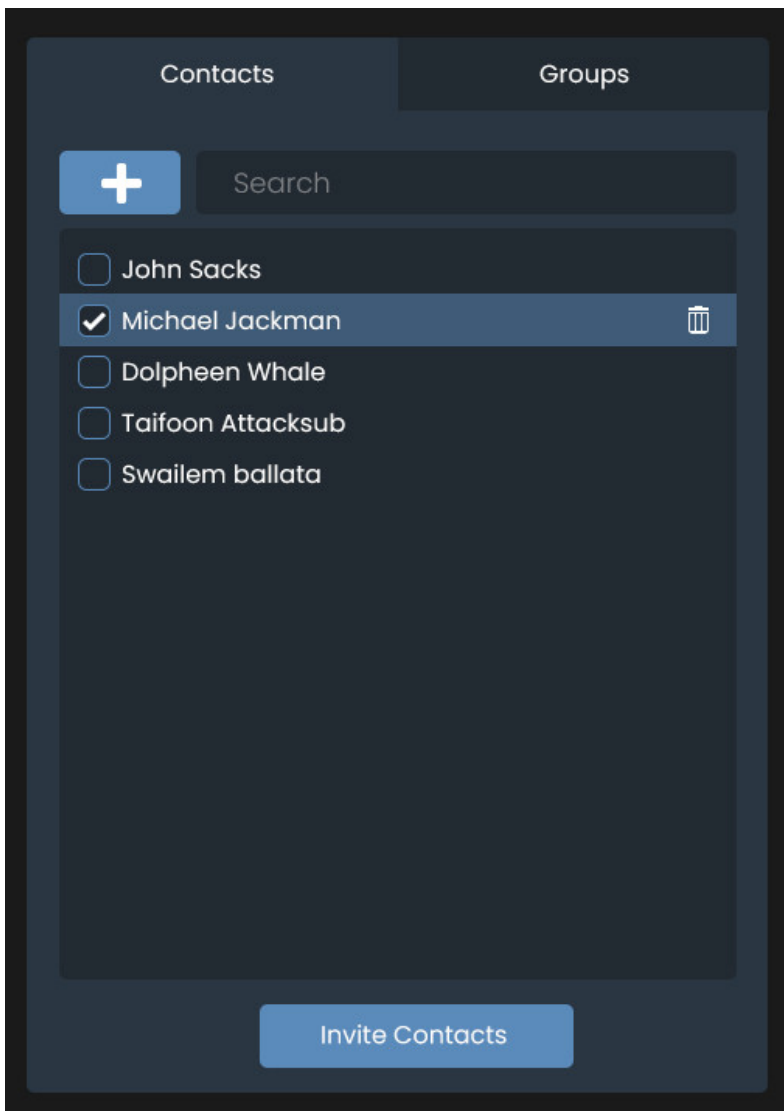
### 3. Select VR Experience (Optional):

- ○ 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").

## Event Details

Session Title

Date  

Time  →

Recurring Event

## VR Experience







Beginner's Guide to Site Safety

Change

Remove

## Invitations

Contacts

- John Malkovic (Group) 
-  Michael swanson 
-  terrible Harry 
-  quick monkey 
-  johnny sven 

Invitation Link  

Access Policy

Schedule Session

## 6. Finalize Schedule:

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

Revision #1

Created 27 October 2025 06:32:55 by Khalid Abu Eid

Updated 27 October 2025 06:32:56 by Khalid Abu Eid