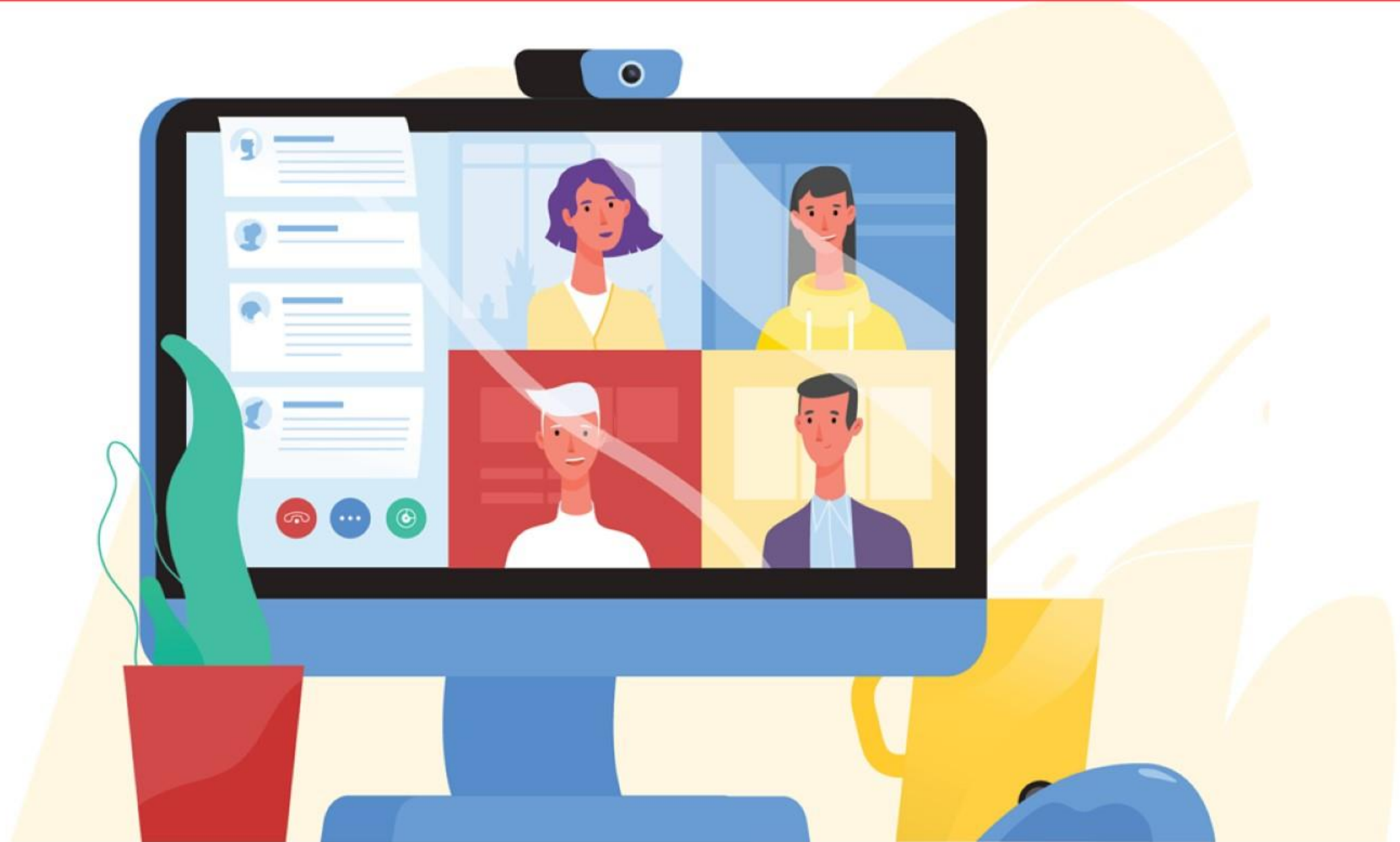


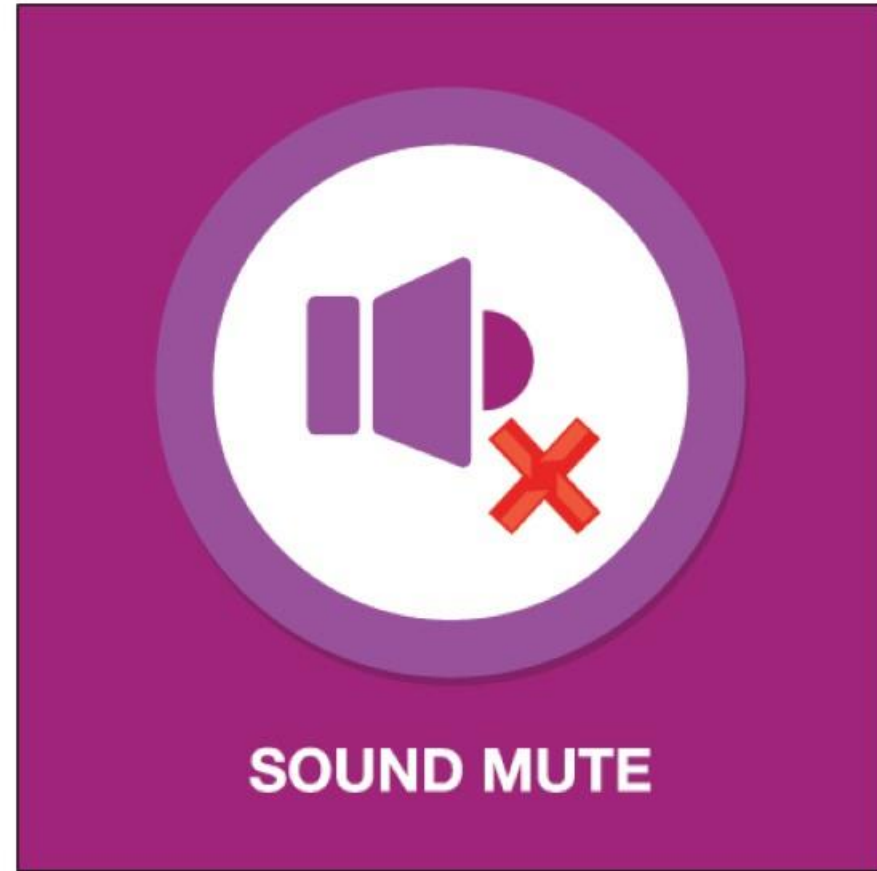
How to use Saba Meeting



Please Mute Your Phones

To minimize the chance of feedback, please mute your phones.

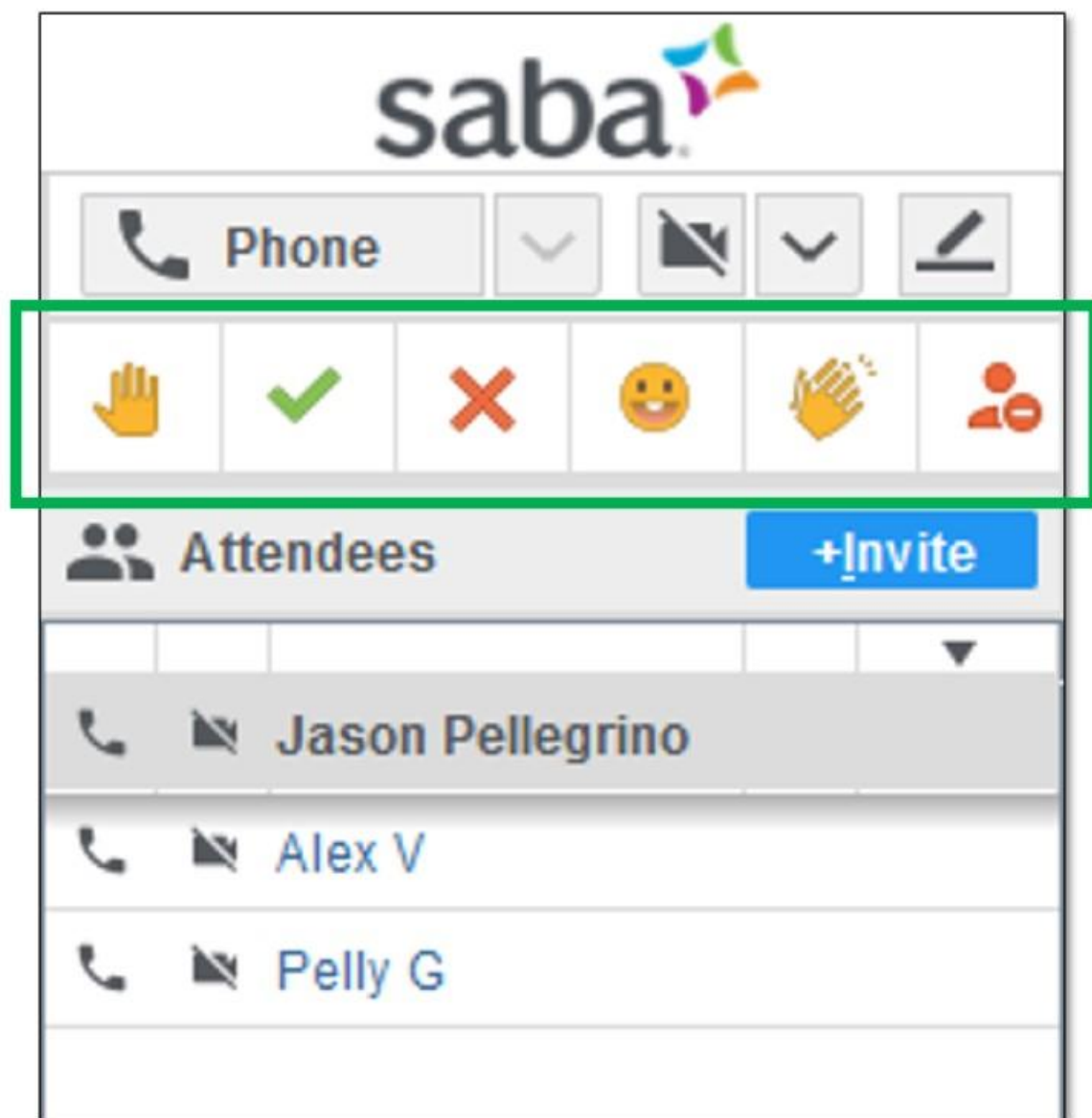
If you have a question, you can un-mute briefly, or use the chat feature.



How We Can Communicate

On the upper right hand of the screen there are a row of interactive icons.

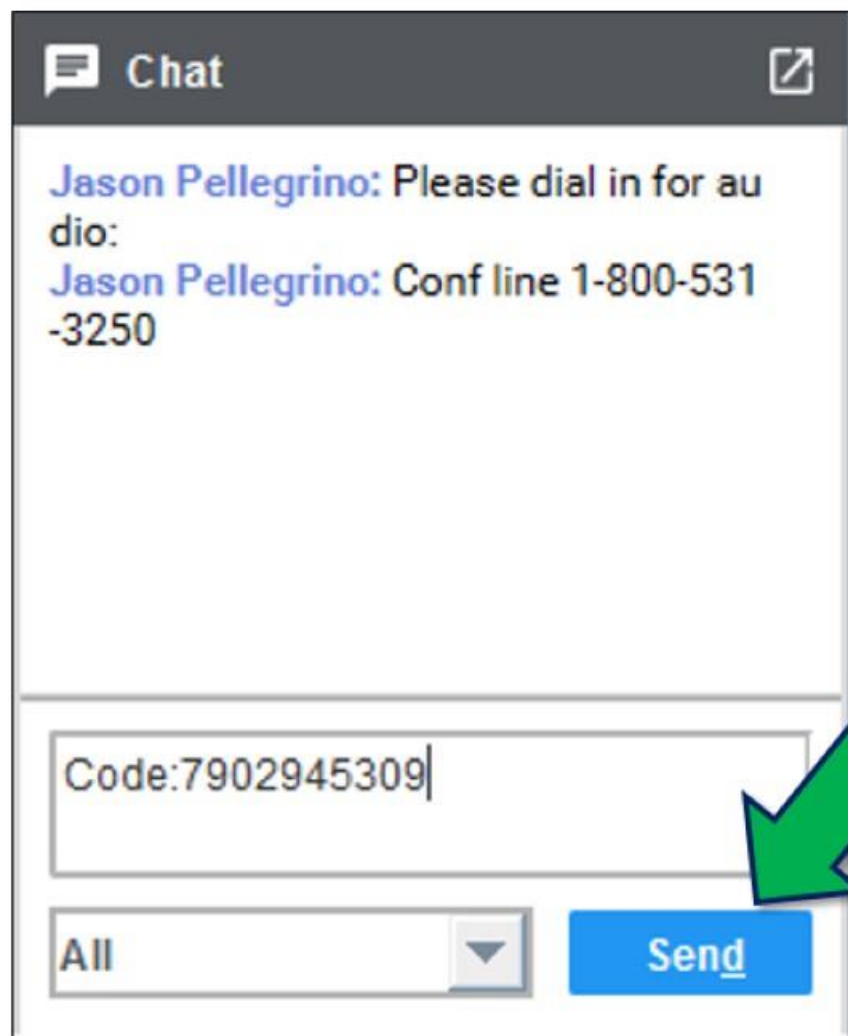
I will be asking you to communicate with me throughout the presentation by using these.



How We Can Communicate

There is also a text chat box on the bottom of the right hand side of the screen.

If you have any questions, or get stuck at any time, feel free to send me a message.



Expect to be Engaged

To keep everyone engaged and help ensure this session is useful, I've added quite a few activities within for everyone to complete.

When we come to an activity, if you can't remember how to complete the action, please let me know and I'll do a quick refresher.



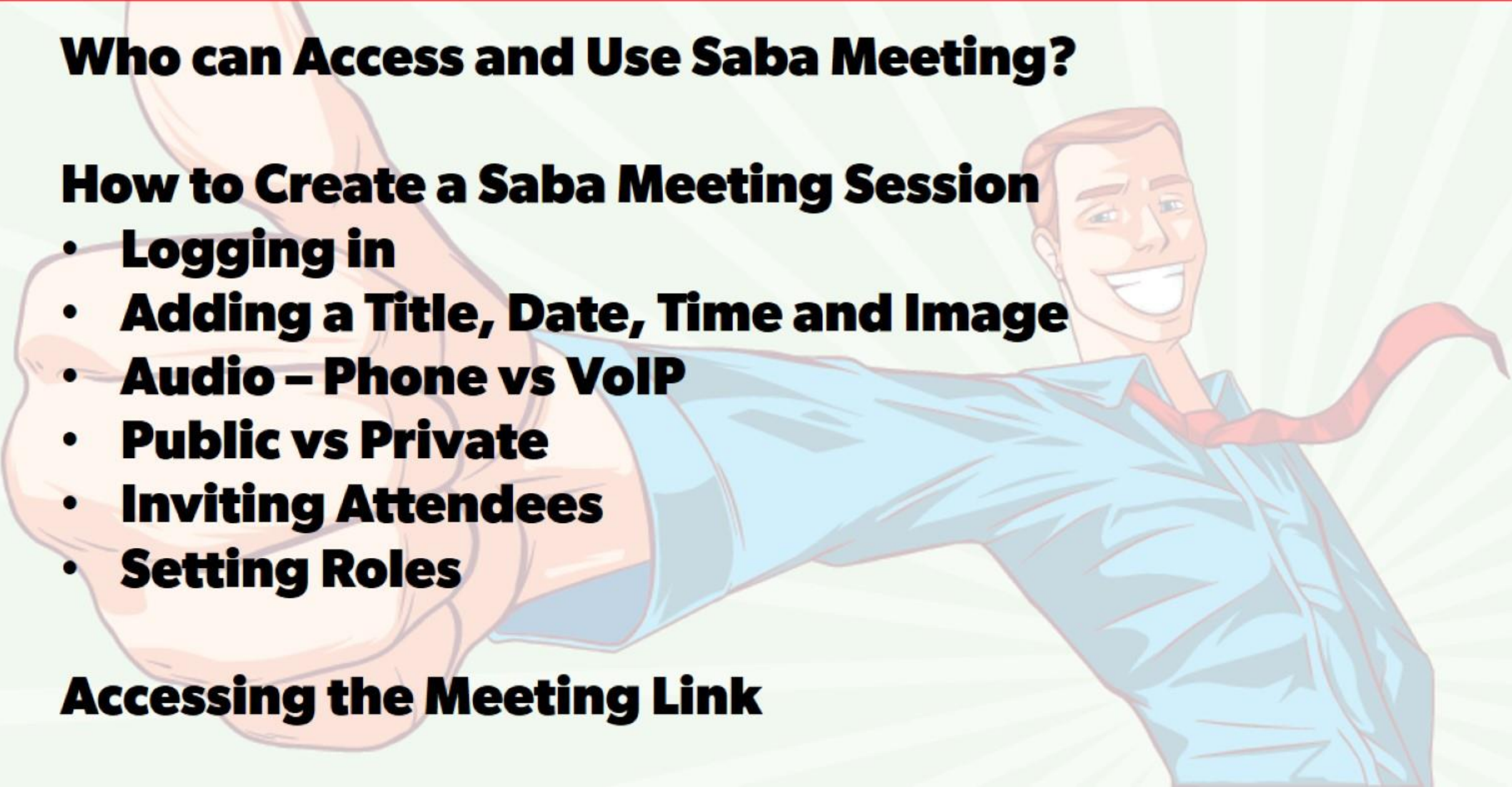
What we Will Cover:

Who can Access and Use Saba Meeting?

How to Create a Saba Meeting Session

- **Logging in**
- **Adding a Title, Date, Time and Image**
- **Audio – Phone vs VoIP**
- **Public vs Private**
- **Inviting Attendees**
- **Setting Roles**

Accessing the Meeting Link



Who Can Use Saba Meeting?

All Guitar Center Enterprise Associates who can access GCU can build and lead a Saba Meeting. (Once logged into GCU.)

(Note: This does not include contractors or Syntel.)

**These meetings can accommodate up to 1000 attendees!
(Across all Saba Meeting sessions simultaneously.)**

Anyone with a link to the created Saba Meeting can attend Saba Meetings, even if they are not on the GC Network.

All users may need to install the Saba Meeting Connector prior to attending their first meeting.

For GC Owned machines, this requires admin assistance from the Helpdesk.

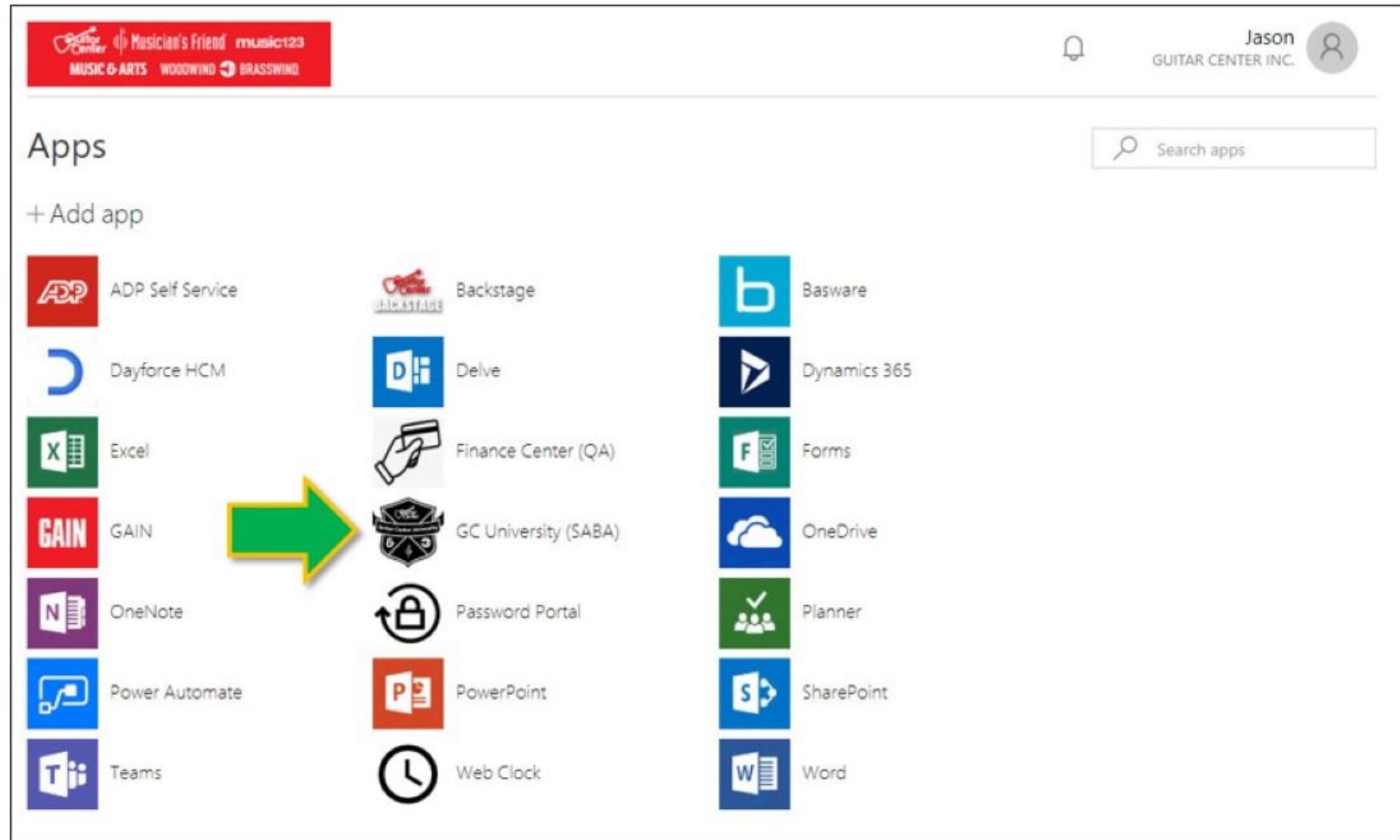
Questions to Ask Before Building a Saba Meeting:

- **Is there a deck?**
- **How long will the session be?**
- **Do I have access to a conference line and code?**
- **Does the room I plan on holding the meeting in have a phone?**
- **Do I need to use a webcam?**
- **Do I need to record the session?**
- **Do I have access to the meeting room before the scheduled start time?**



How to Access/Create a Saba Meeting

#1 Login to Saba using SSO.

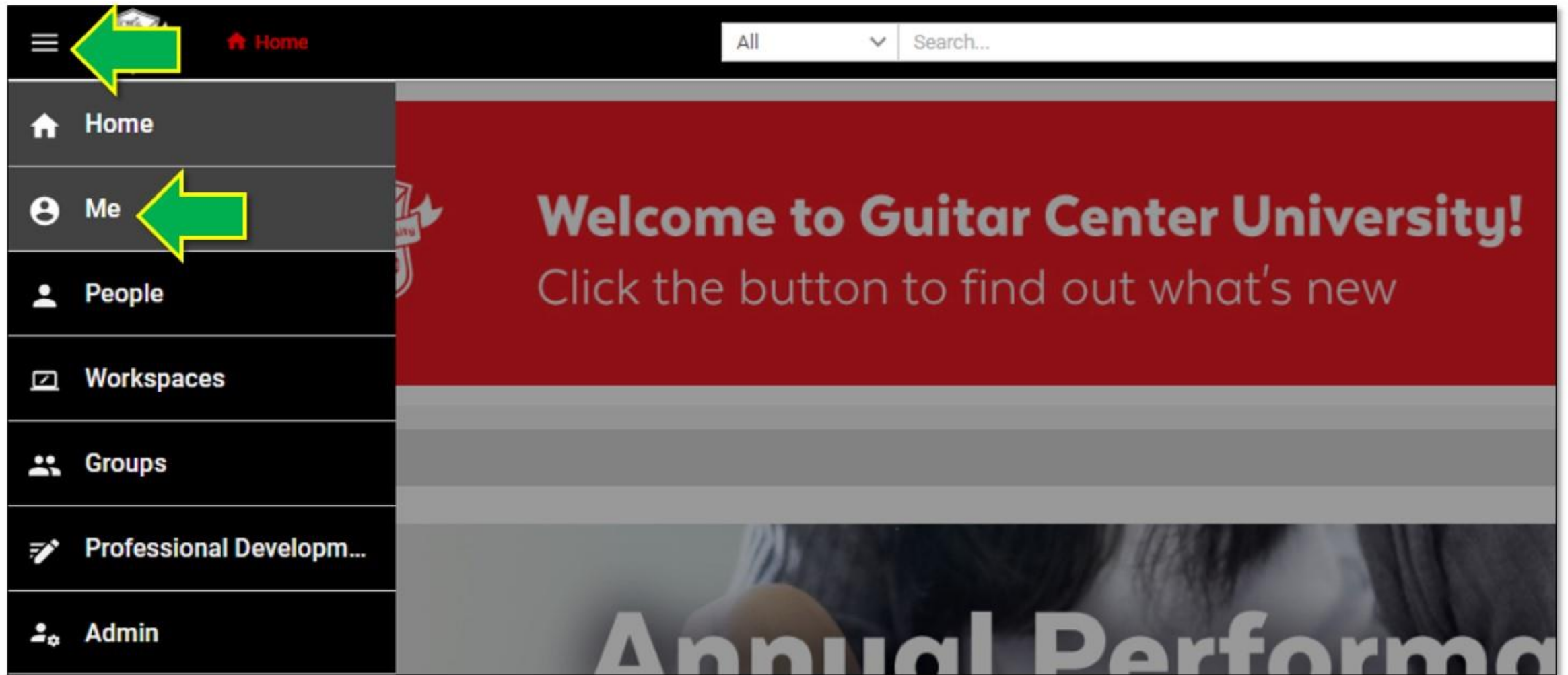


The screenshot displays a Microsoft Teams app launcher interface. At the top, the header includes the logo for 'Guitar Center Musician's Friend music123' with sub-categories 'MUSIC & ARTS', 'WOODWIND', and 'BRASSWIND'. On the right, the user's name 'Jason' and company 'GUITAR CENTER INC.' are shown next to a profile icon. Below the header is a search bar labeled 'Search apps'. The main area is titled 'Apps' and contains a grid of application tiles. A large green arrow points to the 'GC University (SABA)' tile, which features a shield icon with 'SABA' text. Other visible tiles include ADP Self Service, Dayforce HCM, Excel, GAIN, OneNote, Power Automate, Teams, Backstage, Delve, Finance Center (QA), Password Portal, PowerPoint, Web Clock, Basware, Dynamics 365, Forms, OneDrive, Planner, SharePoint, and Word.

App Name	Icon Description
ADP Self Service	ADP logo
Dayforce HCM	Dayforce logo
Excel	Excel logo
GAIN	GAIN logo
OneNote	OneNote logo
Power Automate	Power Automate logo
Teams	Teams logo
Backstage	Backstage logo
Delve	Delve logo
Finance Center (QA)	Finance Center icon
GC University (SABA)	GC University (SABA) shield icon
Password Portal	Password Portal icon
PowerPoint	PowerPoint logo
Web Clock	Web Clock icon
Basware	Basware logo
Dynamics 365	Dynamics 365 logo
Forms	Forms logo
OneDrive	OneDrive logo
Planner	Planner logo
SharePoint	SharePoint logo
Word	Word logo

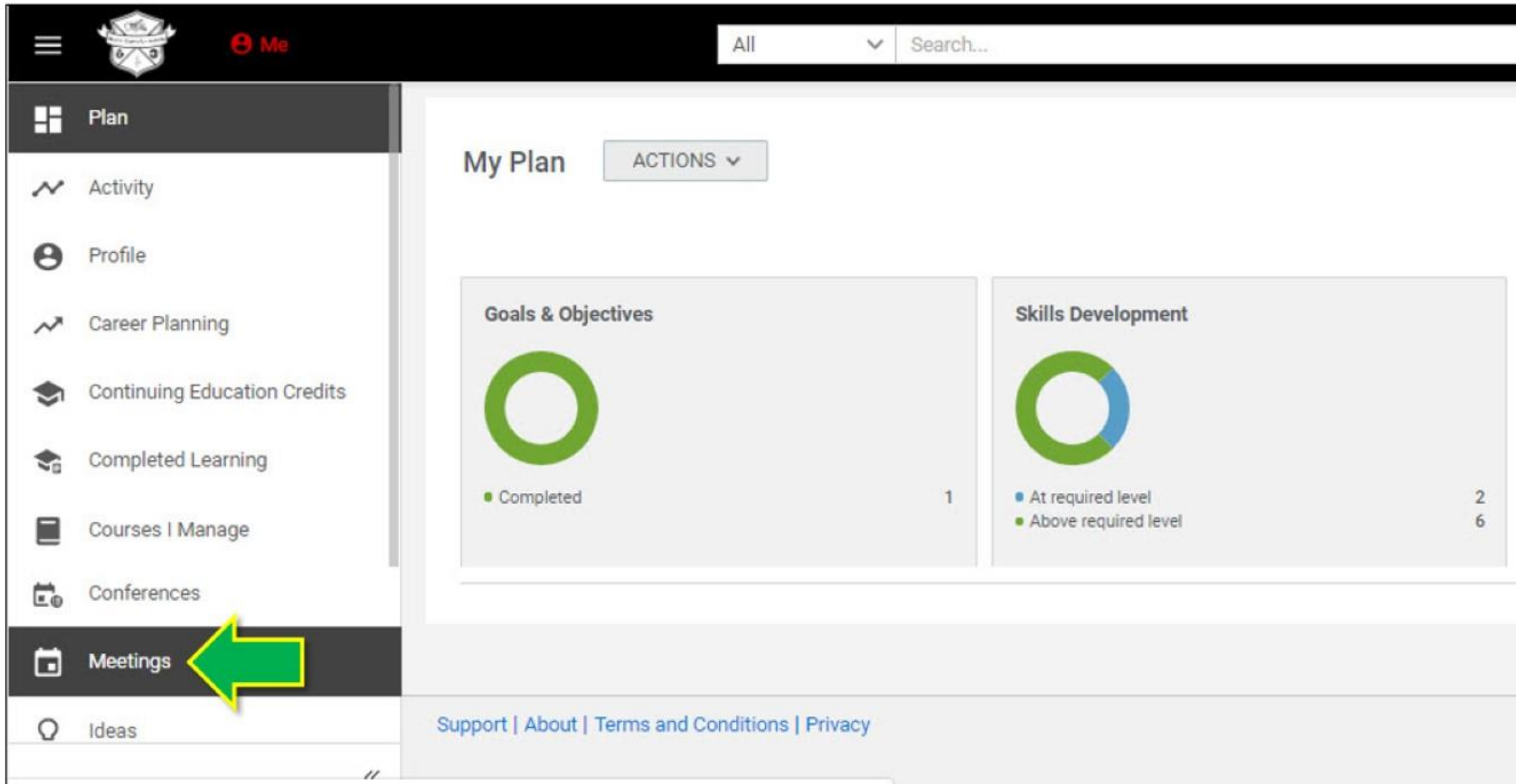
How to Access/Create a Saba Meeting

#2 Click the Hamburger icon, then click Me.



How to Access/Create a Saba Meeting

#3 From the Sidebar, click Meetings.



The screenshot displays the Saba LMS user interface. On the left is a sidebar with navigation options: Plan, Activity, Profile, Career Planning, Continuing Education Credits, Completed Learning, Courses I Manage, Conferences, Meetings, and Ideas. The 'Meetings' option is highlighted with a green arrow. The main content area shows 'My Plan' with an 'ACTIONS' dropdown. Below this are two donut charts: 'Goals & Objectives' (1 Completed) and 'Skills Development' (2 At required level, 6 Above required level). The footer contains links for Support, About, Terms and Conditions, and Privacy.

Me

All Search...

Plan

Activity

Profile

Career Planning

Continuing Education Credits

Completed Learning

Courses I Manage

Conferences

Meetings

Ideas

My Plan ACTIONS

Goals & Objectives

Completed 1

Skills Development

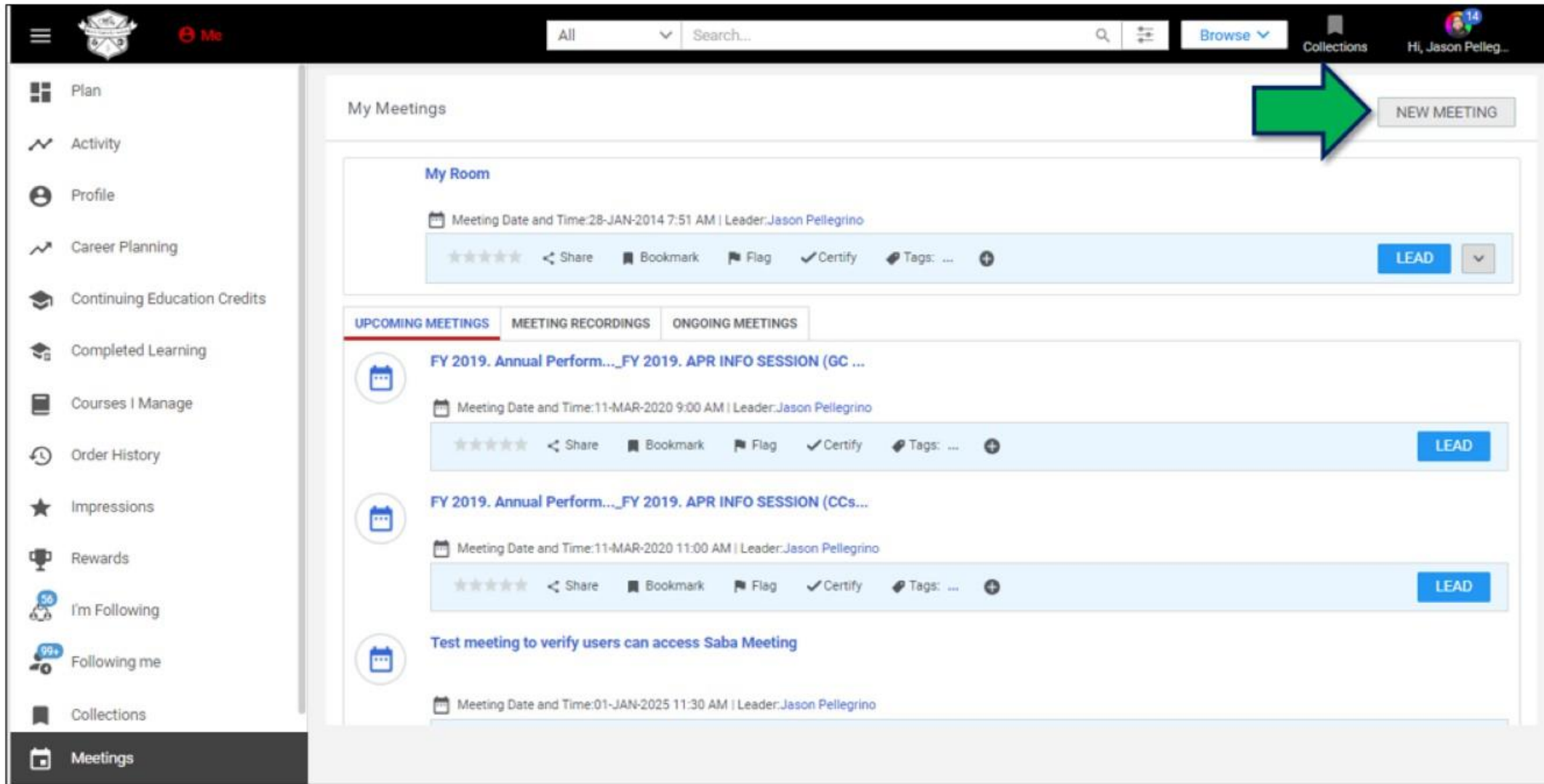
At required level 2

Above required level 6

Support | About | Terms and Conditions | Privacy

How to Access/Create a Saba Meeting

#4 Click the New Meeting button.



The screenshot displays the Saba Meetings web application interface. On the left is a navigation sidebar with options like Plan, Activity, Profile, Career Planning, Continuing Education Credits, Completed Learning, Courses I Manage, Order History, Impressions, Rewards, I'm Following, Following me, Collections, and Meetings. The main content area is titled 'My Meetings' and features a 'NEW MEETING' button in the top right corner, which is highlighted by a large green arrow. Below this, there is a 'My Room' section for a meeting on 28-JAN-2014, followed by tabs for 'UPCOMING MEETINGS', 'MEETING RECORDINGS', and 'ONGOING MEETINGS'. The 'UPCOMING MEETINGS' tab is active, showing a list of meetings with details such as dates, times, and leaders, each with a 'LEAD' button.

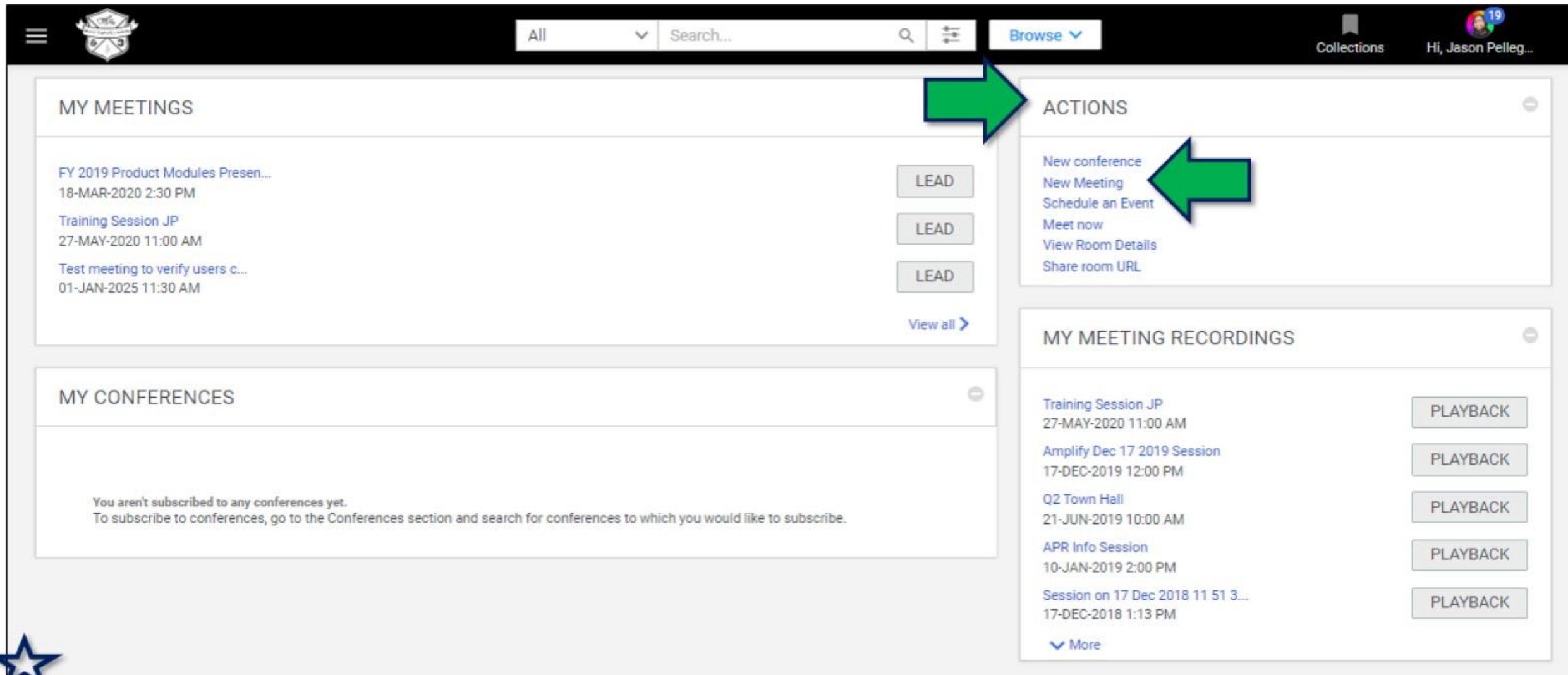
How to Access/Create a Saba Meeting

Option B: Click your name icon, then click Meetings from the drop-down menu.

The screenshot displays the user interface of the Guitar Center University LMS. At the top, a navigation bar includes a home icon, a search bar, and a user profile icon. A green arrow points to the user profile icon, which is labeled "Hi, Jason Pelleg...". Below the navigation bar is a red banner with the Guitar Center University logo and the text "Welcome to Guitar Center University! Click the button to find out what's new". A "Learn More" button is also present. The main content area is divided into "Announcements" and "My Learning" sections. The "Announcements" section features a large image with the text "Annual Performance Reviews". The "My Learning" section lists two "FY 2019: Annual Performance Information Sessions" in progress. On the right side, a user profile menu is open, showing options such as "Message Center", "Edit Theme", "Account Preferences", "Configure Home", "Change Password", "Downloads", "Proxy Settings", "Meetings", "Calendar", "What's New?", "Help", and "Sign out". A green arrow points to the "Meetings" option in this menu.

How to Access/Create a Saba Meeting

Then, from the ACTIONS menu, click the New Meeting link.



The screenshot shows the Saba Meetings user interface. At the top, there is a navigation bar with a search bar, a 'Browse' dropdown, and a user profile for Jason Pelleg. The main content area is divided into three sections: 'MY MEETINGS', 'MY CONFERENCES', and 'MY MEETING RECORDINGS'. The 'MY MEETINGS' section lists three meetings with 'LEAD' buttons. The 'MY CONFERENCES' section is empty with a message. The 'MY MEETING RECORDINGS' section lists five recordings with 'PLAYBACK' buttons. A green arrow points from the top navigation bar to the 'ACTIONS' menu, and another green arrow points from the 'ACTIONS' menu to the 'New Meeting' link.

MY MEETINGS

- FY 2019 Product Modules Presen...
18-MAR-2020 2:30 PM
- Training Session JP
27-MAY-2020 11:00 AM
- Test meeting to verify users c...
01-JAN-2025 11:30 AM

MY CONFERENCES

You aren't subscribed to any conferences yet.
To subscribe to conferences, go to the Conferences section and search for conferences to which you would like to subscribe.

MY MEETING RECORDINGS

- Training Session JP
27-MAY-2020 11:00 AM
- Amplify Dec 17 2019 Session
17-DEC-2019 12:00 PM
- Q2 Town Hall
21-JUN-2019 10:00 AM
- APR Info Session
10-JAN-2019 2:00 PM
- Session on 17 Dec 2018 11 51 3...
17-DEC-2018 1:13 PM

ACTIONS

- New conference
- New Meeting
- Schedule an Event
- Meet now
- View Room Details
- Share room URL

ACTIVITY #1

Login to GCU using SSO.

Navigate to the Meetings sidebar or dropdown menu.

Click New Meeting.

Click the green check when finished.

Creating a Saba Meeting

Once you click the New Meeting button, you will be taken to the New Meeting screen:

New Meeting

Enter Details

Meeting Topic*

Day* Start Time* Hours* Minutes* Ongoing

10-Mar-2020 2:15 PM 1 00

Time Zone*
(GMT-08:00) Pacific Time (US & Canada), Tijuana

Audio

Internet Audio(VoIP) [Edit](#)

Attendees

Public: Anyone who has a link to this event can attend it.
 Private: Only people invited below can attend this event.

Invite people by name and email address. Separate email addresses with a comma.

[ADD](#) [REMOVE ALL](#)

First Name	Last Name	Type	Role	Action
Jason	Pellegrino	Person	Leader	X

[Advanced Options](#)

[CANCEL](#) [SAVE](#)

Creating a Saba Meeting

Enter the title of the Meeting, then select the day you want it to occur, the duration, and the time zone.

Enter Details

Meeting Topic*

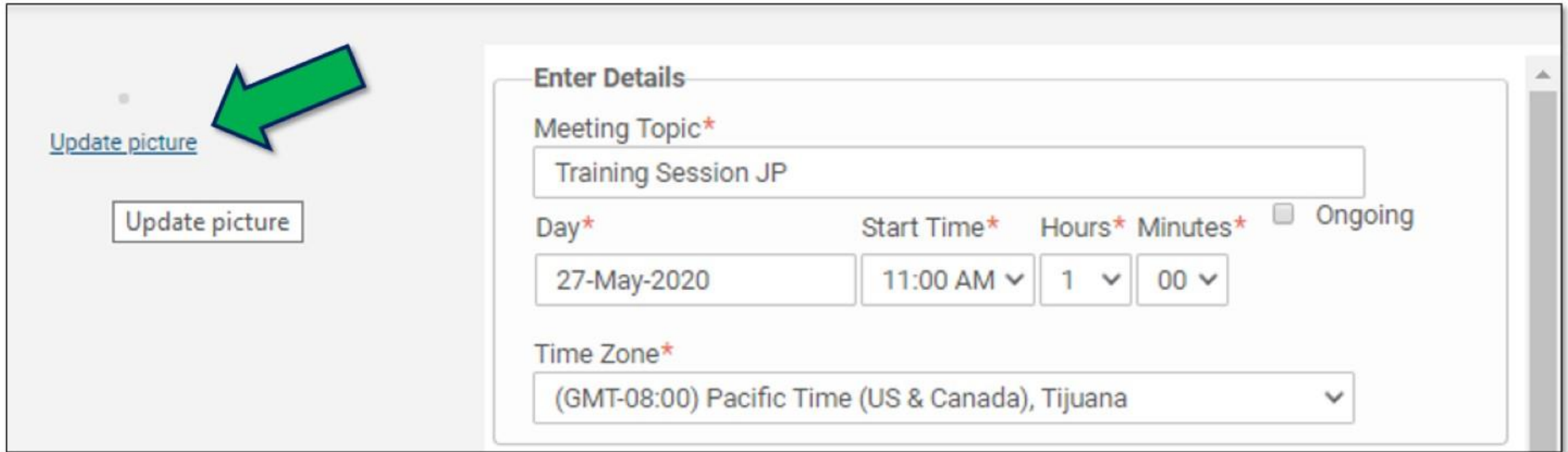
Day* Start Time* Hours* Minutes* Ongoing

Time Zone*

Note: You can start the meeting anytime prior to the selected start date and time.

Creating a Saba Meeting – Adding an Image

If you want to add an image (to make your meeting stand out) click the Update Picture link.



[Update picture](#)

Update picture

Enter Details

Meeting Topic*
Training Session JP

Day* Start Time* Hours* Minutes* Ongoing

27-May-2020 11:00 AM 1 00

Time Zone*
(GMT-08:00) Pacific Time (US & Canada), Tijuana

Creating a Saba Meeting – Adding an Image

**Click Choose File and upload.
(150 x 150 pixels is the recommended size)**

Image for Saba Meeting: Training Session JP

Upload a picture in JPEG, PNG or BMP format. The image size must be at least 150x150 pixels and the file size must be smaller than 300KB. Tip: Square images produce the best results because the uploaded image is automatically resized to fit the profile image box.

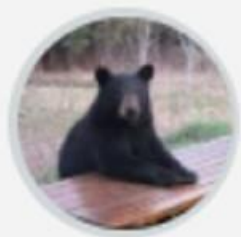
Choose File



Open

Creating a Saba Meeting – Adding an Image

Your image will now be displayed.



Update picture



Enter Details

Meeting Topic*

Training Session JP

Day*

27-May-2020

Start Time*

11:00 AM ▾

Hours*

1 ▾

Minutes*

00 ▾

Ongoing

Time Zone*

(GMT-08:00) Pacific Time (US & Canada), Tijuana ▾

Creating a Saba Meeting – Adding an Image


My Meetings NEW MEETING

My Room

Meeting Date and Time: 28-JAN-2014 7:51 AM | Leader: Jason Pellegrino


★★★★★ < Share Bookmark Flag Certify Tags: ... LEAD

UPCOMING MEETINGS MEETING RECORDINGS ONGOING MEETINGS

 **Saba Meeting Training - Hosted by Jason Pellegrino**


Meeting Date and Time: 01-APR-2020 1:30 PM | Leader: Jason Pellegrino

★★★★★ < Share Bookmark Flag Certify Tags: ... LEAD

 **Training Session JP**

Meeting Date and Time: 27-MAY-2020 11:00 AM | Leader: Jason Pellegrino

★★★★★ < Share Bookmark Flag Certify Tags: ... LEAD

 **Test meeting to verify users can access Saba Meeting**

Meeting Date and Time: 01-JAN-2025 11:30 AM | Leader: Jason Pellegrino

★★★★★ < Share Bookmark Flag Certify Tags: ... LEAD

Creating a Saba Meeting - Audio

The default Audio setting will be VoIP (Voice Over Internet Protocol.)

This will access the onboard mic on your laptop, or you can plug in an external USB mic.



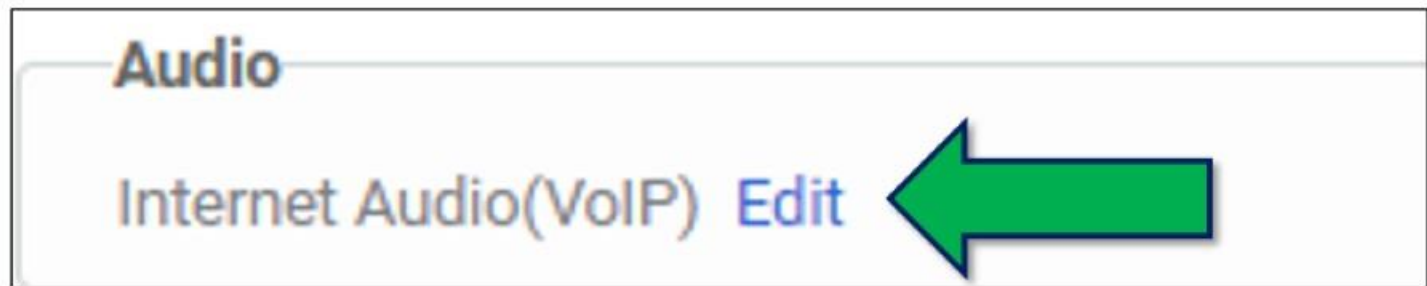
This can be useful if the location you will be hosting the meeting in does not have a phone.

Keep in mind, this will increase the session's bandwidth and attendees may experience audio dropouts.

Creating a Saba Meeting - Audio

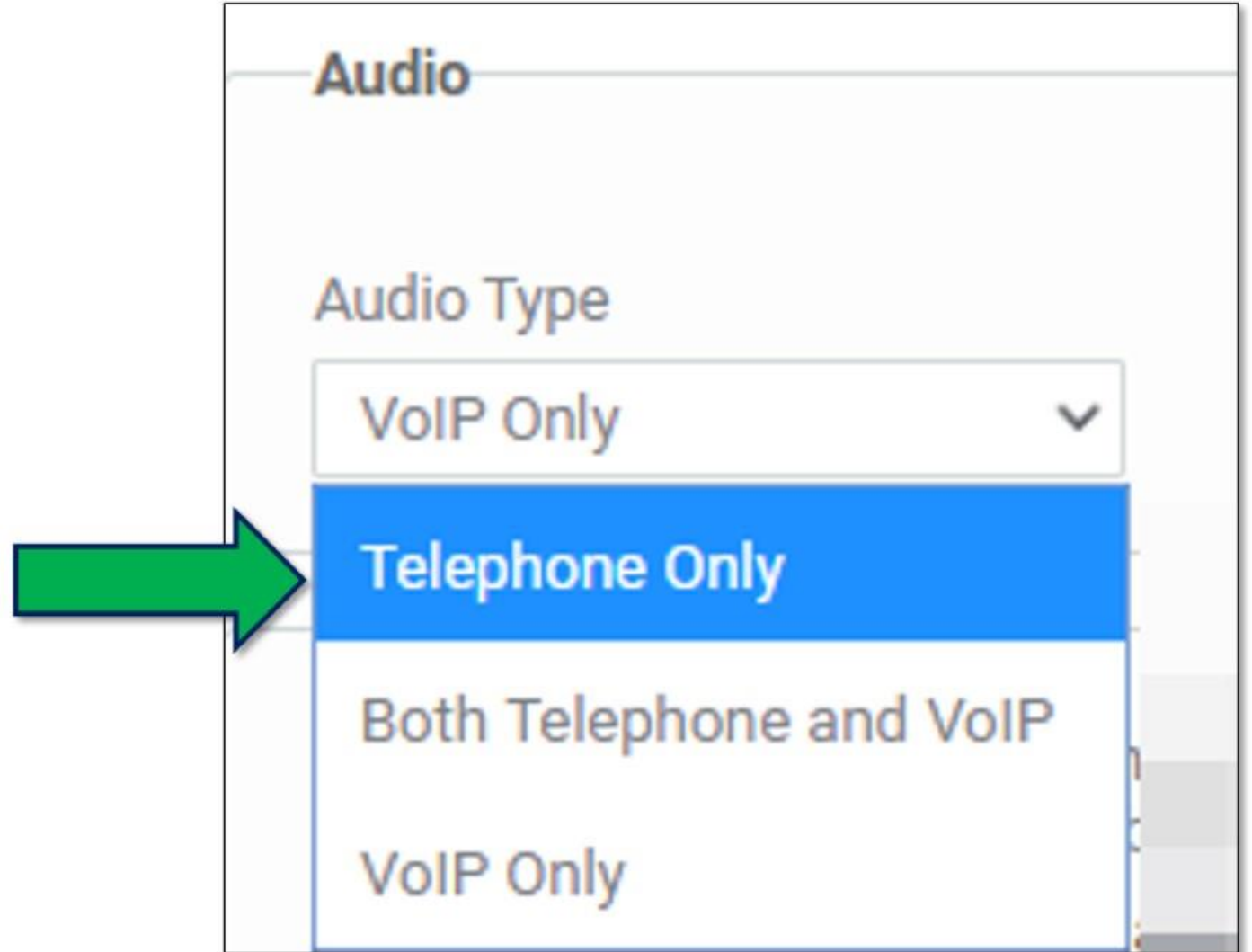
If you have access to a phone, a conference line, conference code, and leader PIN; you may want to change from VoIP to Telephone for the audio.

Click the Edit link to change this setting.



Creating a Saba Meeting - Audio

From the dropdown menu, select Telephone Only.



Creating a Saba Meeting - Audio

Then, enter the Phone #, Conference Code and Leader PIN.

This will allow you to connect the phone line to the meeting you are leading or presenting.

Audio

Audio Type
Telephone Only ▾

Phone Number 1
1-800-531-3250

Phone Number 2

Access Code
7902945300

Host Code
1234

Note: The PIN # will not be viewable to meeting attendees.

Creating a Saba Meeting - Audio

If needed, you can select to use both Telephone and VoIP.

Audio

Audio Type

Telephone Only

Telephone Only

Both Telephone and VoIP

VoIP Only

Number 2

Code

Creating a Saba Meeting – Public vs Private

Next, let's talk about Public vs Private Meetings.

Public Meetings can be attended by anyone who has been provided a link to the meeting.

If the meeting is recorded, anyone with a link to the recorded session can view it. (They do not need to be on the GC Network to view.)

Creating a Saba Meeting – Public vs Private

Next, let's talk about Public vs Private Meetings.

Private Meetings can only be attended by people invited from the New Meeting screen:

Attendees

Public: Anyone who has a link to this event can attend it.

Private: Only people invited below can attend this event.

Invite people by name and email address. Separate email addresses with a comma.

First Name	Last Name	Type	Role	Action
Jason	Pellegrino	Person	Leader <input type="text"/>	<input type="button" value="X"/>

These users will need to be invited individually by name (if in GC Network), or email.

Note: Users would need to join using the same email on the invite in order to be allowed into the session.

Creating a Saba Meeting – Adding Attendees

Here's an example:

Type in the person's name, then select them from the drop-down list.

They will now be added to the session.

Attendees

Public: Anyone who has a link to this event can attend it.
 Private: Only people invited below can attend this event.

Invite people by name and email address. Separate email addresses with a comma.

Lauren reeves | **ADD** | REMOVE ALL

Lauren Reeves (Person)

Attendees

Public: Anyone who has a link to this event can attend it.
 Private: Only people invited below can attend this event.

Invite people by name and email address. Separate email addresses with a comma.

| **ADD** | REMOVE ALL

First Name	Last Name	Type	Role	Action
Jason	Pellegrino	Person	Leader ▾	×
Lauren	Reeves	Person	Participant ▾	×

Creating a Saba Meeting – Changing Roles

Once you've added an attendee, you can switch their role from Participant (default), to Presenter or Leader.

In this example, I've switched the meeting to Public, and changed Lauren's role to Presenter.

Presenters will have full control of all features in the app, while the Leader can also edit the meeting invite.

Attendees

Public: Anyone who has a link to this event can attend it.
 Private: Only people invited below can attend this event.

Invite people by name and email address. Separate email addresses with a comma.

First Name	Last Name	Type	Role	Action
Jason	Pellegrino	Person	Leader	×
Lauren	Reeves	Person	Participant	×

Advanced Options

Leader
Presenter
Participant

Creating a Saba Meeting – Advanced Options

Next, we will take a look at the Advanced Options by clicking on it's link.


Attendees

Public: Anyone who has a link to this event can attend it.
 Private: Only people invited below can attend this event.

Invite people by name and email address. Separate email addresses with a comma.

First Name	Last Name	Type	Role	Action
Jason	Pellegrino	Person	Leader <input type="text"/>	×
Lauren	Reeves	Person	Presenter <input type="text"/>	×

[Advanced Options](#)



Creating a Saba Meeting – Meeting Options

Under Meeting Options, these 4 options will be pre-selected:

If you are planning on recording your session, make sure Record Meeting is checked.

Advanced Options

MEETING OPTIONS AUDIO OPTIONS SEATS PUBLISH

Meeting Description

Record Meeting

Live Video

Include Live Video in Recording

Allow Recording to Be Downloaded for Offline Viewing

CANCEL SAVE

Creating a Saba Meeting – Meeting Options

If you are planning on utilizing a webcam, make sure that Live Video is checked.

Advanced Options

MEETING OPTIONS AUDIO OPTIONS SEATS PUBLISH

Meeting Description

Record Meeting

Live Video

Include Live Video in Recording

Allow Recording to Be Downloaded for Offline Viewing

CANCEL SAVE

Creating a Saba Meeting – Meeting Options

If you are recording the session, and want the webcam feed included in the recording, make sure that this is selected.

Advanced Options

MEETING OPTIONS AUDIO OPTIONS SEATS PUBLISH

Meeting Description

Record Meeting

Live Video

Include Live Video in Recording

Allow Recording to Be Downloaded for Offline Viewing

CANCEL SAVE

Creating a Saba Meeting – Meeting Options

If you are recording the session, and want it to be able to be downloaded, make sure that this is selected.

Advanced Options

MEETING OPTIONS AUDIO OPTIONS SEATS PUBLISH

Meeting Description

Record Meeting

Live Video

Include Live Video in Recording

Allow Recording to Be Downloaded for Offline Viewing

CANCEL SAVE

Creating a Saba Meeting – Meeting Options

If any of these features will not be utilized in your meeting, it's a best practice to uncheck those options, as it will lessen bandwidth.

Advanced Options

MEETING OPTIONS AUDIO OPTIONS SEATS PUBLISH

Meeting Description

Record Meeting

Live Video

Include Live Video in Recording

Allow Recording to Be Downloaded for Offline Viewing

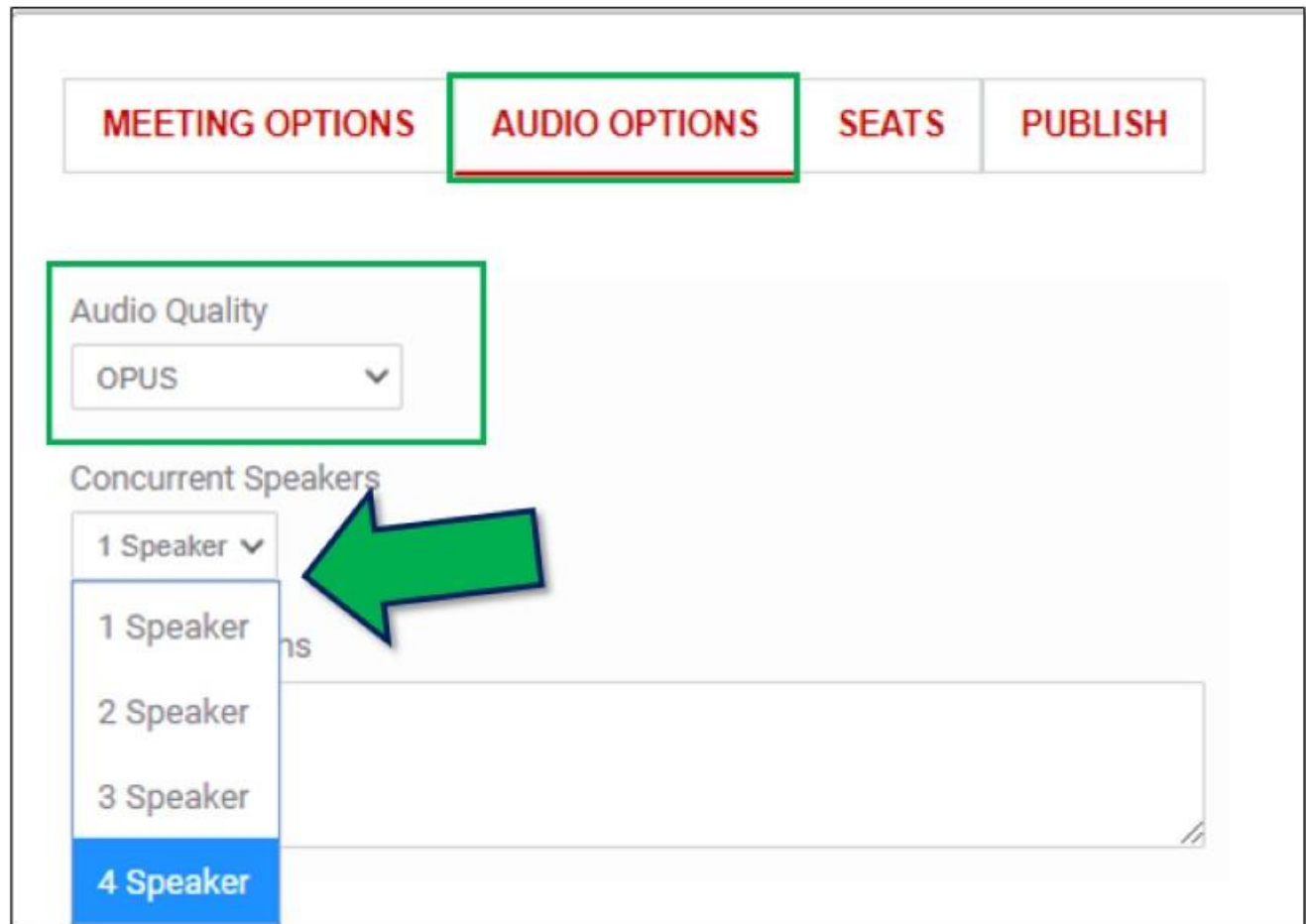
CANCEL SAVE

Creating a Saba Meeting – Audio Options

If you selected Telephone Only when building the meeting, the Audio Options will have no effect.

For VoIP, the default setting is OPUS, which should not need to be adjusted.

You can also adjust how many mics can be on simultaneously (up to 4).



The screenshot displays the 'AUDIO OPTIONS' tab in a meeting configuration interface. The 'AUDIO OPTIONS' tab is highlighted with a green border. Below it, the 'Audio Quality' dropdown menu is set to 'OPUS' and is also highlighted with a green border. The 'Concurrent Speakers' dropdown menu is open, showing options for 1, 2, 3, and 4 speakers. A green arrow points to the '4 Speaker' option, which is highlighted in blue. The 'MEETING OPTIONS', 'SEATS', and 'PUBLISH' tabs are visible at the top of the interface.

Creating a Saba Meeting – Early Attendance

Under the Seats tab, you can adjust how far in advance attendees can access the meeting.

The default setting is No Limit, which means attendees can log in at any time.

This can be adjusted to 15 or 30 minutes before the scheduled meeting start.

Advanced Options

MEETING OPTIONS AUDIO OPTIONS SEATS PUBLISH

Early Attendance

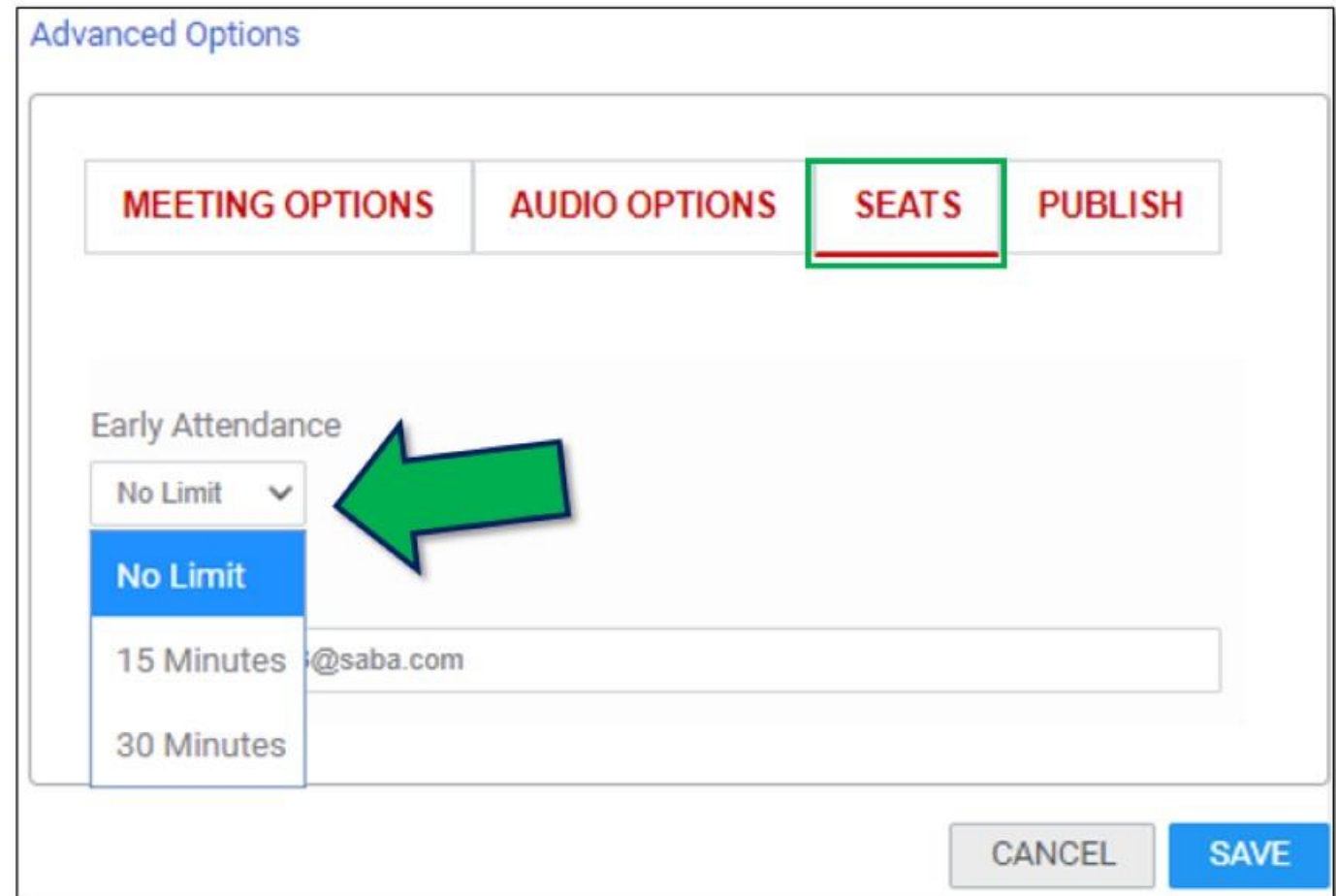
No Limit ▾

No Limit

15 Minutes @saba.com

30 Minutes

CANCEL SAVE



Creating a Saba Meeting – Save

Once you have finished making your selections, click Save.

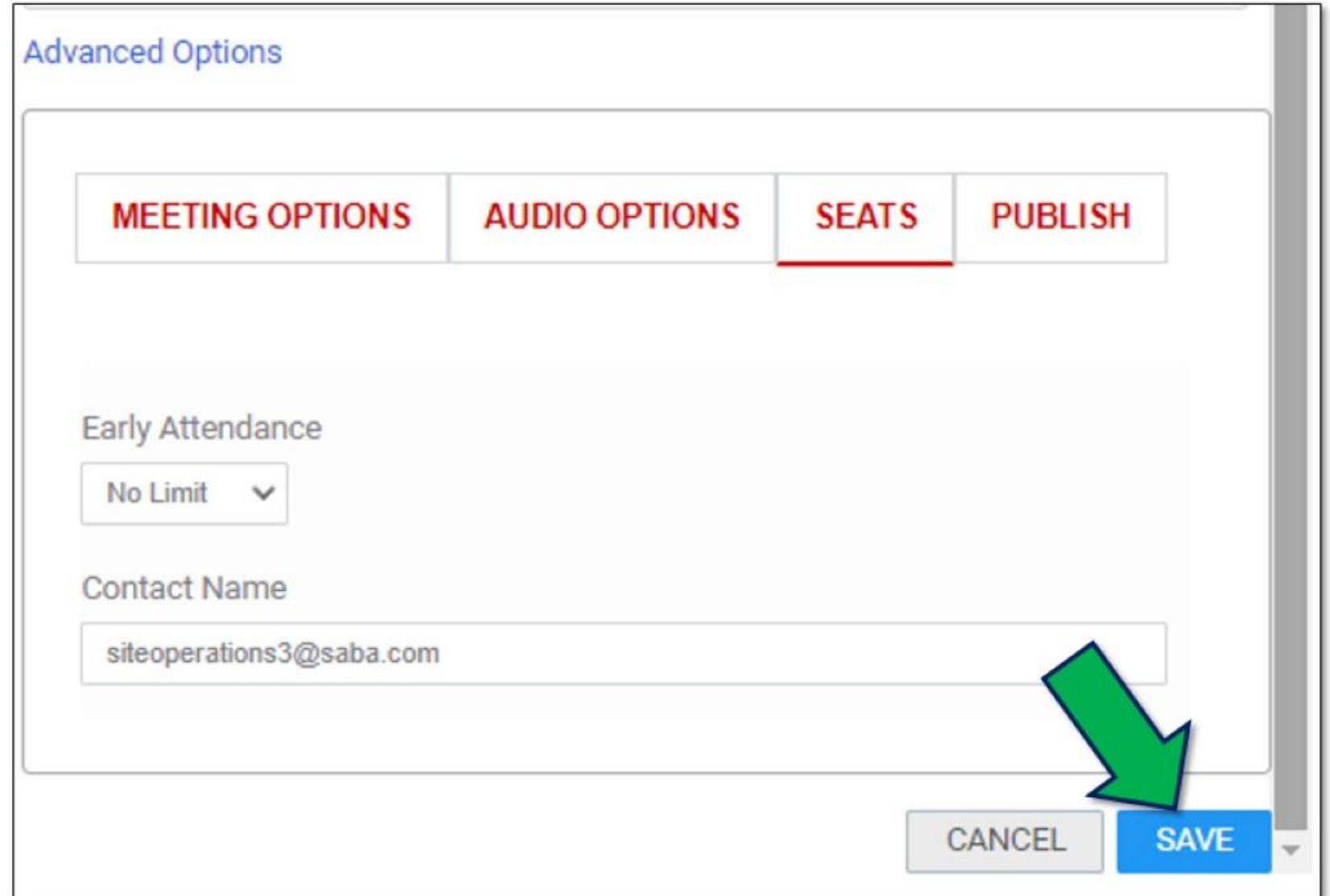
Advanced Options

MEETING OPTIONS AUDIO OPTIONS SEATS PUBLISH

Early Attendance
No Limit ▼

Contact Name
siteoperations3@saba.com


CANCEL SAVE




Creating a Saba Meeting

Your Saba Meeting will now be created.

[← BACK](#)




Training Session JP

Type:  Meeting
Date 27-MAY-2020 Time: 11:00 AM
Jason Pellegrino's Meetings






Folders: ...

Meeting ID: LRL714629
Public: Yes
[View Meeting Details](#) (Email Meeting Details)

0 Attachments [ATTACH FILE](#)
Tip: Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

★★★★★ [LEAD](#)  [Tag](#) [Like](#) [More Actions](#) ▾

INVITED FOR THIS MEETING

-  [Jason Pellegrino](#)
Role: Leader
-  [Lauren Reeves](#)
Role: Presenter
-  [pell@gmail.com](#)
Role: Participant
-  [peltedgringo@gmail.com](#)
Role: Participant
-  [pbss@gmail.com](#)
Role: Participant

RECENTLY VIEWED BY

ACTIVITY #2

Create a new Public Meeting.

Set Audio to Telephone and VoIP.

(Add a fake conference line, code and PIN.)

Add me (Jason Pellegrino) and change my role to Presenter.

Adjust the Advanced Options to not allow recording.

Editing a Saba Meeting

As long as your role is Leader, you can fully edit a Saba Meeting.

Note: Leader is the default role when creating a Saba Meeting.

Editing a Saba Meeting

To access, from the Me tab, select Reviews and Meetings, and click the Meeting title.

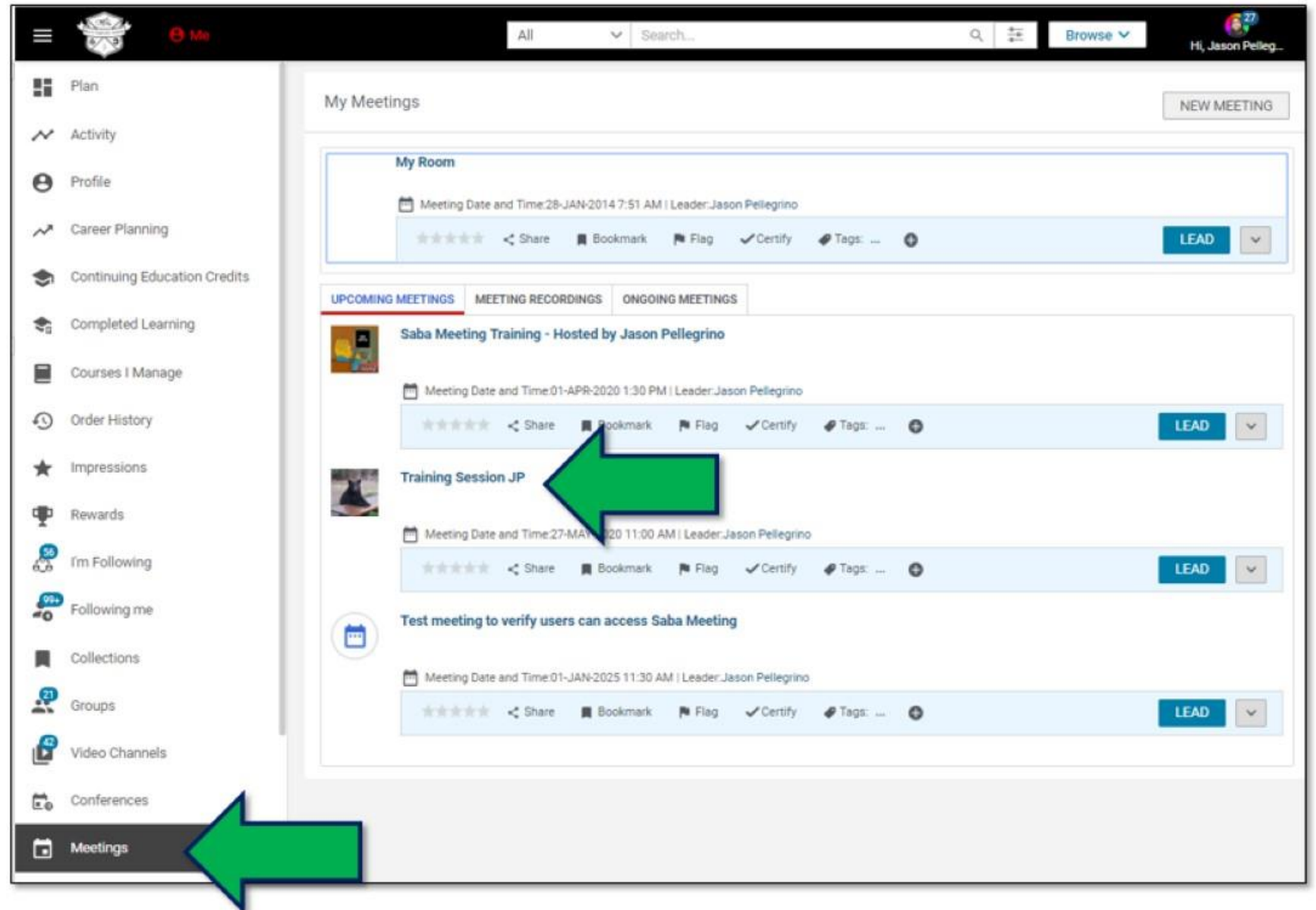
The screenshot shows the 'My Plan' dashboard with a sidebar on the left containing navigation options like Plan, Activity, Profile, Career Planning, etc. The main content area is titled 'My Plan' and includes a search bar and 'Plan' and 'Calendar' tabs. There are four donut charts representing different categories: Goals & Objectives (1 Completed), Skills Development (At required level, Above required level), Learning & Certifications (In Progress, Completed), and Reviews & Meetings (Completed reviews: 6, Reviews I own: 2, Upcoming meetings: 2). A red box highlights the 'Reviews & Meetings' chart, and a green arrow points to it from the right. Below the charts is a 'Reviews & Meetings' table with columns for NAME, PROGRESS, DUE, and ACTIONS. A green arrow points to the first row of the table.

NAME	PROGRESS	DUE	ACTIONS
Training Session JP	Upcoming	27-MAY-2020 76 days remaining	LEAD
Test meeting to verify users can access Saba Meeting	Upcoming	01-JAN-2025 1756 days remaining	LEAD

Editing a Saba Meeting

You can also access from the Me tab by clicking Meetings on the sidebar.

Then click the meeting title.

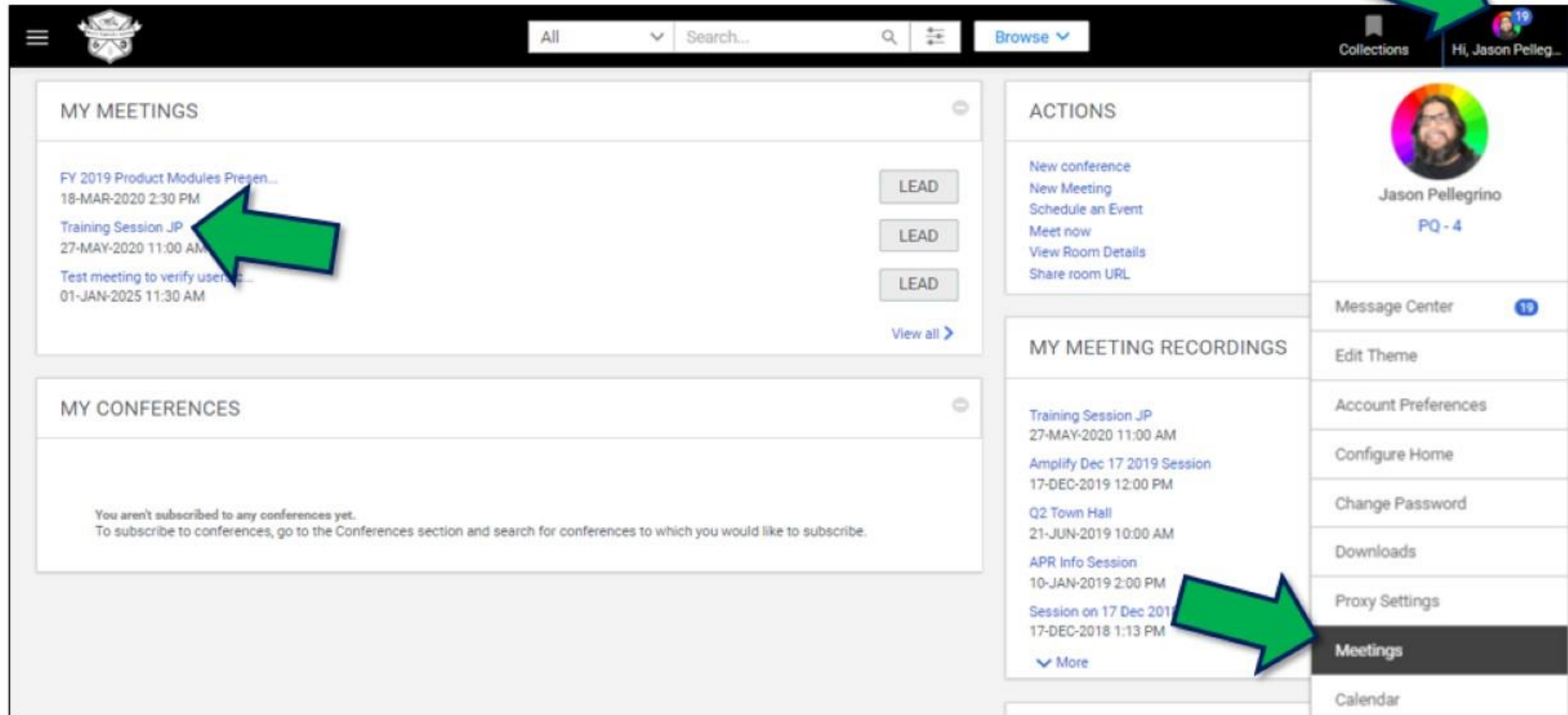


The screenshot displays the Saba Meetings web application interface. On the left is a sidebar with a navigation menu. The 'Meetings' option at the bottom of the sidebar is highlighted in a dark grey bar and has a large green arrow pointing to it from the left. The main content area is titled 'My Meetings' and features a 'NEW MEETING' button in the top right corner. Below this, there is a 'My Room' section for a meeting held on 28-JAN-2014 at 7:51 AM, led by Jason Pellegrino. This section includes a five-star rating, 'Share', 'Bookmark', 'Flag', 'Certify', and 'Tags' options, and a 'LEAD' button. Below the 'My Room' section are three tabs: 'UPCOMING MEETINGS', 'MEETING RECORDINGS', and 'ONGOING MEETINGS'. The 'UPCOMING MEETINGS' tab is active and shows a list of meetings. The first meeting is 'Saba Meeting Training - Hosted by Jason Pellegrino', held on 01-APR-2020 at 1:30 PM. The second meeting is 'Training Session JP', held on 27-MAY-2020 at 11:00 AM, and has a large green arrow pointing to its title. The third meeting is 'Test meeting to verify users can access Saba Meeting', held on 01-JAN-2025 at 11:30 AM. Each meeting entry in the list includes a five-star rating, 'Share', 'Bookmark', 'Flag', 'Certify', and 'Tags' options, and a 'LEAD' button.

Editing a Saba Meeting

You can also access by clicking on your name icon, then selecting Meetings from the dropdown.

**Then
click the
meeting
title.**

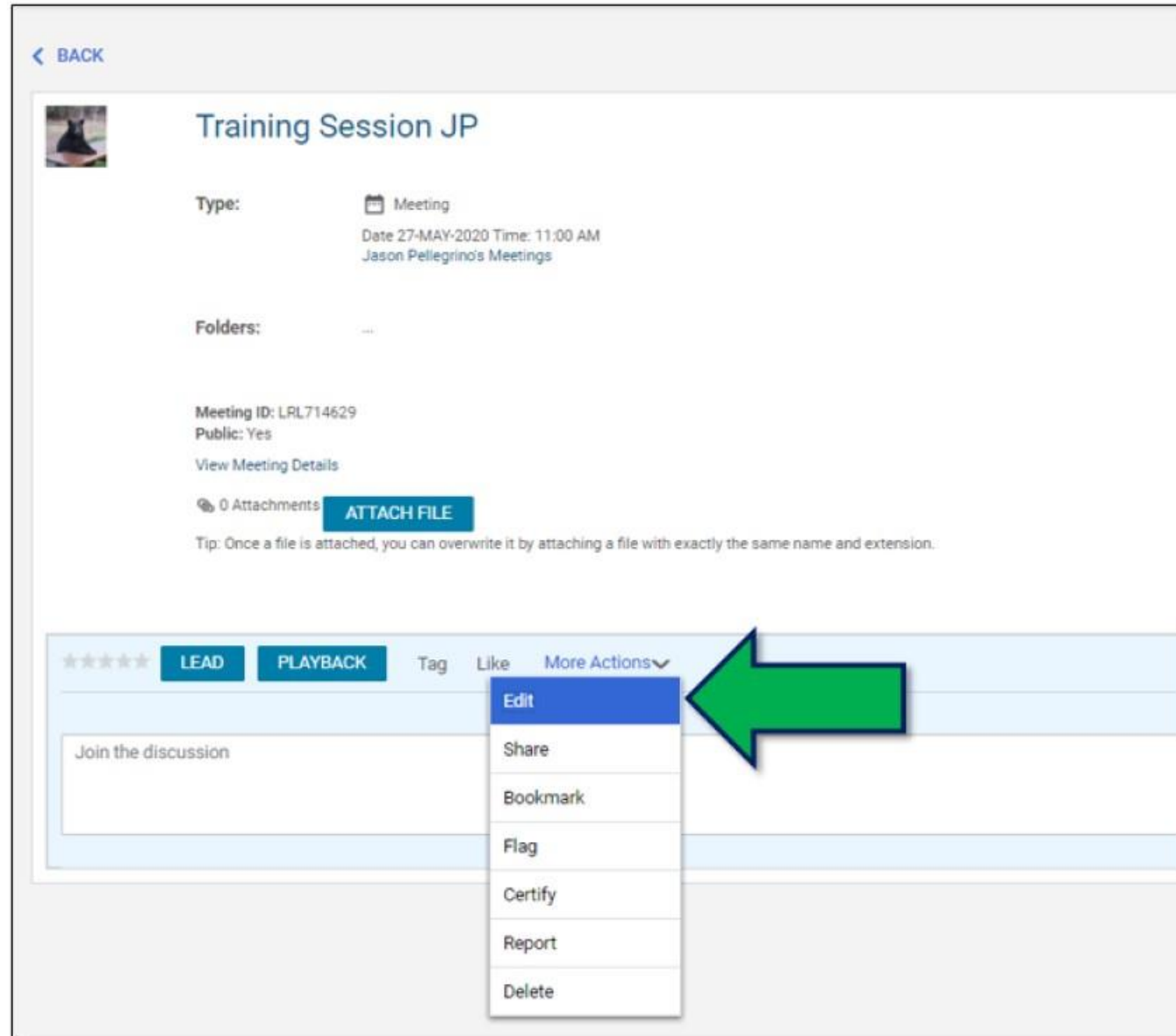


The screenshot displays the Saba user interface. At the top, there is a navigation bar with a search bar and a 'Browse' dropdown. Below this, the main content area is divided into several sections:

- MY MEETINGS:** A list of meetings with columns for title, date, and time. A green arrow points to the title 'Training Session JP'.
- MY CONFERENCES:** A section indicating that the user is not subscribed to any conferences.
- ACTIONS:** A list of actions including 'New conference', 'New Meeting', 'Schedule an Event', 'Meet now', 'View Room Details', and 'Share room URL'.
- MY MEETING RECORDINGS:** A list of recordings with columns for title, date, and time. A green arrow points to the title 'Training Session JP'.
- User Profile:** A sidebar on the right showing the user's profile, including a name icon, name 'Jason Pellegrino', and a dropdown menu with options like 'Message Center', 'Edit Theme', 'Account Preferences', 'Configure Home', 'Change Password', 'Downloads', 'Proxy Settings', 'Meetings', and 'Calendar'. A green arrow points to the 'Meetings' option.

Editing a Saba Meeting

**From the
More Actions
Dropdown,
select Edit.**



The screenshot displays a Saba meeting page for "Training Session JP". The page includes a back button, a meeting profile picture, and details such as "Type: Meeting", "Date 27-MAY-2020 Time: 11:00 AM", and "Jason Pellegrino's Meetings". It also shows "Folders: ...", "Meeting ID: LRL714629", "Public: Yes", and "View Meeting Details". There are "0 Attachments" and an "ATTACH FILE" button. A tip at the bottom states: "Tip: Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension." At the bottom of the page, there is a navigation bar with "LEAD" and "PLAYBACK" buttons, and a "More Actions" dropdown menu. The "More Actions" menu is open, showing options: "Edit", "Share", "Bookmark", "Flag", "Certify", "Report", and "Delete". A green arrow points to the "Edit" option.

Editing a Saba Meeting

Make any necessary changes, then click the Save button.

Meeting Topic*
Training Session JP

Day* Start Time* Hours* Minutes* Ongoing
27-May-2020 11:00 AM 1 00

Time Zone*
(GMT-08:00) Pacific Time (US & Canada), Tijuana

Audio
Telephone : 1-800-531-3250, Code - 7902945300# [Edit](#)

Attendees

Public: Anyone who has a link to this event can attend it.
 Private: Only people invited below can attend this event.
Invite people by name and email address. Separate email addresses with a comma.

[ADD](#) [REMOVE ALL](#)

First Name	Last Name	Type	Role	Action
Jason	Pellegrino	Person	Leader	×
Lauren	Reeves	Person	Presenter	×

[Advanced Options](#)

[CANCEL](#) [SAVE](#)



ACTIVITY #3

Access the Saba Meeting you created.

Select Edit.

**Change my role
(Jason Pellegrino) to Leader.**

Save your changes.

Click the green check when finished.

Accessing the Meeting Links

Once you have created the meeting, you will need to access the meeting link in order to invite others.

To begin, click on the meeting's name.

The screenshot displays a user interface for managing meetings. On the left is a sidebar with navigation options: Continuing Education Credits, Completed Learning, Courses I Manage, Order History, Impressions, Rewards, I'm Following (50), Following me (99+), Collections, Groups (21), Video Channels (42), Conferences, and Meetings (highlighted). The main content area has three tabs: UPCOMING MEETINGS (selected), MEETING RECORDINGS, and ONGOING MEETINGS. Below the tabs is a list of meetings:


- Saba Meeting Training - Hosted by Jason Pellegrino**
Meeting Date and Time: 01-APR-2020 1:30 PM | Leader: Jason Pellegrino
Action bar: ★★★★★, Share, Bookmark, Flag, Certify, Tags: ..., LEAD
- Training Session JP** (indicated by a green arrow)
Meeting Date and Time: 27-MAY-2020 11:00 AM | Leader: Jason Pellegrino
Action bar: ★★★★★, Share, Bookmark, Flag, Certify, Tags: ..., LEAD
- Test meeting to verify users can access Saba Meeting**
Meeting Date and Time: 01-JAN-2025 11:30 AM | Leader: Jason Pellegrino
Action bar: ★★★★★, Share, Bookmark, Flag, Certify, Tags: ..., LEAD


Accessing the Meeting Links

Next, click on the View Meeting Details link.




< BACK


 Training Session JP

Type:  Meeting
Date 27-MAY-2020 Time: 11:00 AM
Jason Pellegrino's Meetings


Folders: ...

Meeting ID: LRL714629
Public: Yes

[View Meeting Details](#)  [\(Email Meeting Details \)](#)

 0 Attachments [ATTACH FILE](#)

Tip: Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

★★★★★ LEAD  Tag Like [More Actions](#) ▾

Accessing the Meeting Links

The Guest attend URL will be what you share to access the meeting.



Training Session JP

Type:

Meeting

Date 27-MAY-2020 Time: 11:00 AM

Folders:

...

Meeting ID: LPH835762

Public: Yes

[View Meeting Details](#)

Duration: 1h 00m

Teleconference Information

Phone Number 1: 1-800-531-3250

Phone Number 2:

Access Code: 7902945300

Conference call instructions:

Attend Instructions


Use these links if you plan to distribute custom invitations by email.

Guest attend URL: <https://spcna1.sabameeting.com:443/GA/main/ecc24c332dab45a0b605000a6ee6b64f>


Guest playback URL: <https://spcna1.sabameeting.com:443/GP/main/ecc24c332dab45a0b605000a6ee6b64f>

Accessing the Meeting Links

If you will be recording the meeting, the Guest playback URL will be what you share to access the recorded session.



Training Session JP

Type:  Meeting
Date 27-MAY-2020 Time: 11:00 AM

Folders: ...

Meeting ID: LPH835762
Public: Yes
[View Meeting Details](#)

Duration: 1h 00m

Teleconference Information

Phone Number 1: 1-800-531-3250
Phone Number 2:
Access Code: 7902945300
Conference call instructions:

Attend Instructions

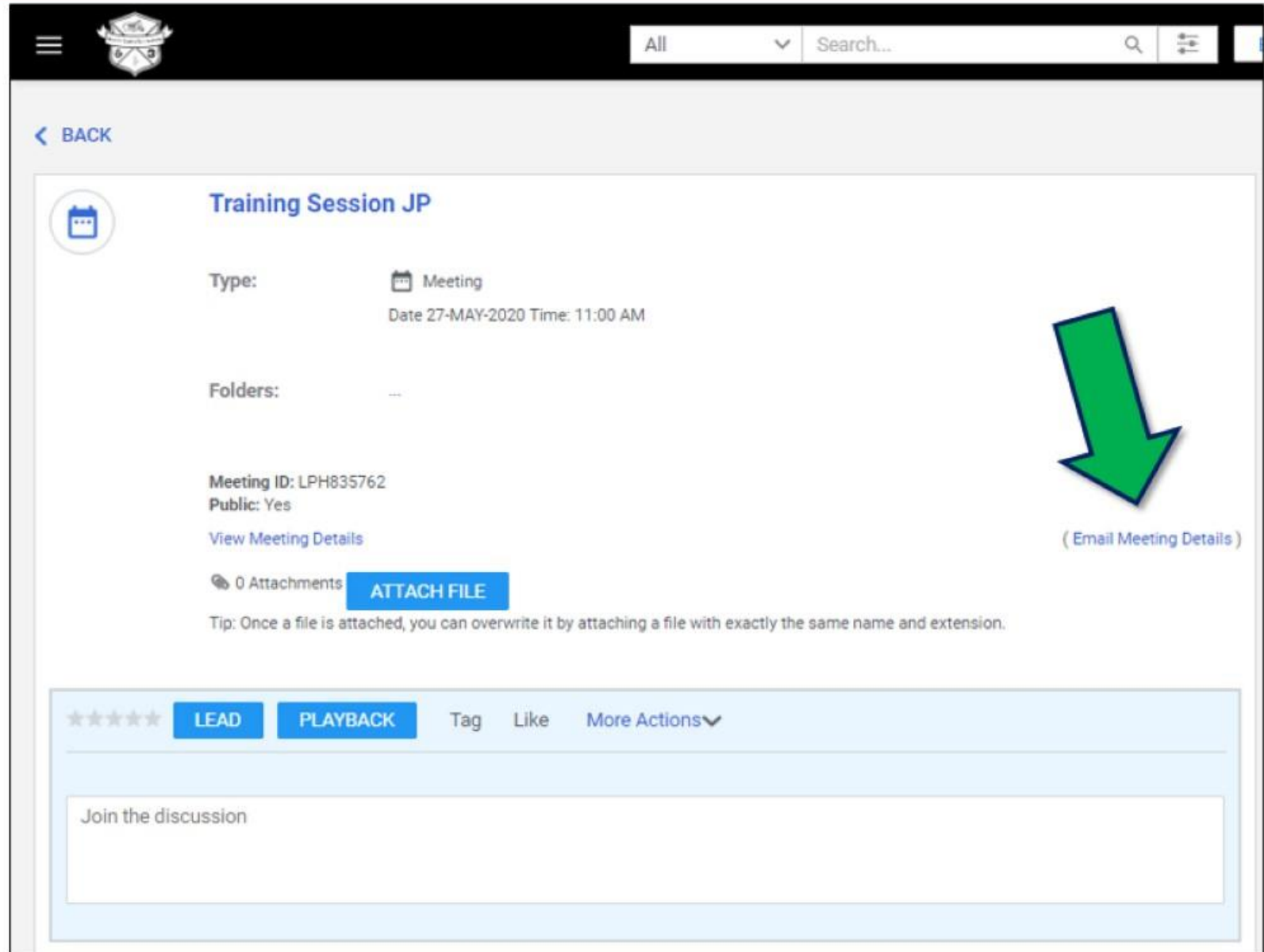
Use these links if you plan to distribute custom invitations by email.

Guest attend URL: <https://spcna1.sabameeting.com:443/GA/main/ecc24c332dab45a0b605000a6ee6b64f>

Guest playback URL: <https://spcna1.sabameeting.com:443/GP/main/ecc24c332dab45a0b605000a6ee6b64f>

Accessing the Meeting Links

**You can also click
the Email Meeting
Details link.**




The screenshot displays a mobile application interface for a meeting titled "Training Session JP". At the top, there is a navigation bar with a menu icon, a logo, and a search bar. Below the navigation bar, a "BACK" button is visible. The meeting details are presented in a card-like format, including a calendar icon, the meeting title, type ("Meeting"), date and time ("Date 27-MAY-2020 Time: 11:00 AM"), and folders. The meeting ID is "LPH835762" and it is marked as "Public: Yes". There is a "View Meeting Details" link, a "0 Attachments" indicator, and an "ATTACH FILE" button. A tip at the bottom of the attachment section states: "Tip: Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension." At the bottom of the page, there is a rating section with five stars, "LEAD" and "PLAYBACK" buttons, and "Tag", "Like", and "More Actions" options. A "Join the discussion" text box is also present. A large green arrow points to the "(Email Meeting Details)" link on the right side of the meeting details card.

Accessing the Meeting Links

Enter the email address or addresses you want to send to, then click the Send Email button.


Email meeting details ✕

To (separate multiple emails with a comma)* 

Subject

Message

Meeting ID: [LPH835762](#)
Leader: [Jason Pellegrino](#)
Date 27-MAY-2020
Time 11:00 AM null
Duration: [1h 00m](#)





ACTIVITY #4

Access the Saba Meeting you created.

Click View Meeting Details.

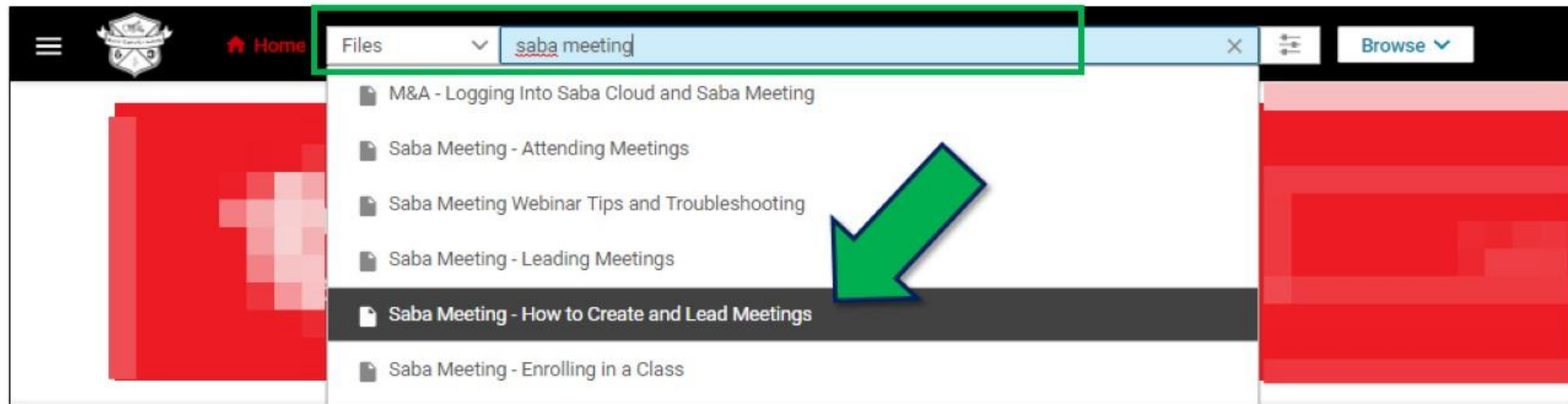
Copy the Guest attend URL and paste it into an Outlook email, or use the Email Meeting Details.

Email to: jpellegrino@guitarcenter.com.

Click the green check when finished.

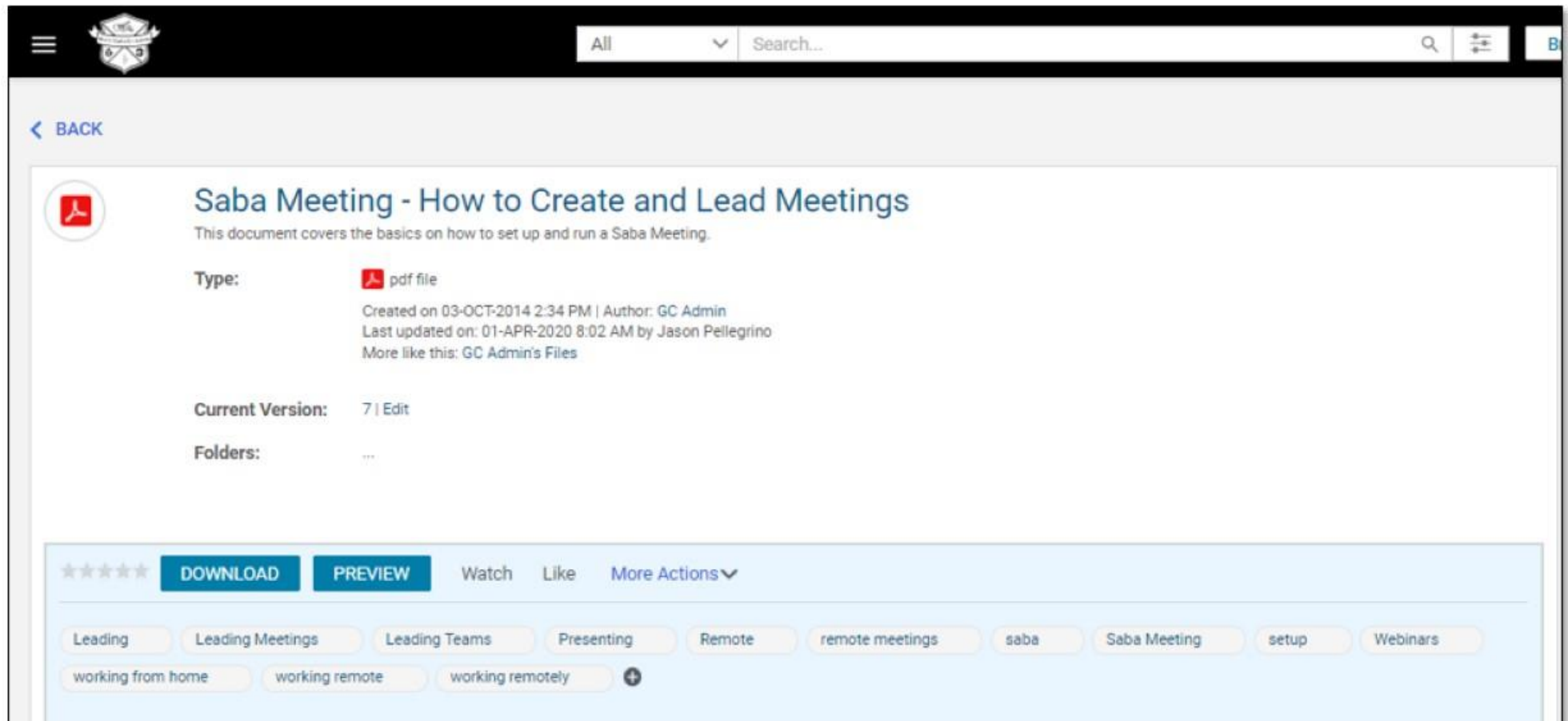
Need a Refresher?

No problem! Just log on to GCU, and search Files for Saba Meeting. Then select Saba Meeting – How to Create and Lead Meetings.



Need a Refresher?

From here you can download or preview this document.



The screenshot shows a document viewer interface. At the top, there is a navigation bar with a menu icon, a logo, and a search bar containing the text "All" and "Search...". Below the navigation bar, there is a "BACK" link. The main content area displays the document title "Saba Meeting - How to Create and Lead Meetings" and a description: "This document covers the basics on how to set up and run a Saba Meeting." The document type is identified as a "pdf file". Metadata includes the creation date "03-OCT-2014 2:34 PM", the author "GC Admin", and the last update date "01-APR-2020 8:02 AM" by "Jason Pellegrino". A link to "More like this: GC Admin's Files" is also present. The current version is "7 | Edit" and there are no folders listed. At the bottom, there is a toolbar with a star rating, "DOWNLOAD" and "PREVIEW" buttons, and links for "Watch", "Like", and "More Actions". Below the toolbar, there is a list of tags: "Leading", "Leading Meetings", "Leading Teams", "Presenting", "Remote", "remote meetings", "saba", "Saba Meeting", "setup", "Webinars", "working from home", "working remote", "working remotely", and a plus sign for more tags.

Questions?

