

# SimuLive User Guide

## Getting Started with Runbooks for Webinars & Meetings

### 1. Getting Started

Before creating runbooks for your automated webinars and meetings, you need to connect your Zoom and Google Drive accounts. These integrations allow SimuLive to create and manage your webinars and meetings automatically.

#### Connect Your Zoom Account

Link your Zoom account to enable SimuLive to create and run automated webinars and meetings on your behalf.

1. Go to **Dashboard** → **Integrations**.
2. Click **Connect Zoom**.
3. Allow SimuLive access on the Zoom screen.
4. You'll see **Active** status when connected.

#### Connect Your Google Drive

Link your Google Drive to store and access video content, chat messages, and participant configurations for your webinars and meetings.

1. Go to **Dashboard** → **Integrations**.
2. Click **Connect Google Drive**.
3. Allow SimuLive access on the Google screen.
4. You'll see **Active** status when connected.

### 2. Creating a Runbook

A runbook is your automated webinar or meeting configuration. It contains all the settings needed to run your event automatically, including video content, chat simulation, and participant settings. Creating a runbook has two steps: Config and Details.

#### Step 1: Config

Configure the technical settings for your webinar or meeting, including which accounts and content to use.

1. Go to **Dashboard** → **Runbooks** and click **Create Runbook**.

2. Click to select your **Subscription** from the list.
3. Click to select your **Zoom Account** from the list.
4. Click to select your **Google Drive Account** from the list.
5. Your content folders will appear in the **Google Drive Tab**. Expand and select a folder containing your webinar or meeting assets.
6. If you don't have content yet, go to the **Upload Files Tab**.
7. Click **Next** to continue.

## Uploading Files

Prepare your webinar or meeting content files. Need sample files? Click the download links at the top of the Config section to get **messages.json** and **participant-names.json** templates.

Subscription	Files You Need
Silver	Video file (.mp4)
Gold / Platinum	Video file (.mp4) + messages.json + participant-names.json

Drag and drop your files into the **Upload Files Tab**. After upload, your new folder will appear in the Google Drive Tab ready for your webinar or meeting.

## Step 2: Details

Set up the scheduling and event details for your webinar or meeting.

1. Enter a **Title** for your webinar or meeting runbook.
2. Enter a **Description** (this will be the webinar or meeting agenda).
3. Select **Event Type**: Meeting or Webinar.
4. Set the **Date**, **Time**, and **Timezone** for your webinar or meeting.
5. Select **Duration** (based on your subscription credits).
6. Choose **Schedule Type**: Scheduled, Recurring (with fixed times), or Recurring (without fixed times).
7. Click **Create Runbook**.

■ **Note:** Schedule time must be at least 10 minutes in the future for both webinars and meetings.

## 3. Adding Live Stream

Extend your webinar or meeting reach by broadcasting to external platforms. After creating a runbook, you can schedule a live stream to share your content with a wider audience.

1. Open your webinar or meeting runbook.
2. Click **Schedule Live Stream**.
3. Set the schedule time (must be within +1/-1 of your webinar or meeting runbook time).
4. Save your live stream schedule.

## 4. When Your Runbook Runs

At your scheduled time, SimuLive automatically handles everything for your webinar or meeting. No manual intervention is required.

At your scheduled time, everything starts automatically:

- Your Zoom Webinar or Meeting goes live
- Live streaming begins (if scheduled)
- Chat simulation starts for your webinar or meeting (Gold/Platinum)
- Participant simulation starts for your webinar or meeting (Gold/Platinum)

You can **Abort** a running webinar or meeting runbook at any time if needed.

## 5. Editing a Runbook

Update your webinar or meeting settings, schedule, or content at any time before the event runs.

1. Go to **Dashboard** → **Runbooks**.
2. Click on the webinar or meeting runbook you want to edit.
3. Click **Edit**.
4. Make your changes and save.

■■ Note: You cannot edit a webinar or meeting runbook while it's running.

## 6. Deleting a Runbook

Remove webinar or meeting runbooks you no longer need. You have several options depending on whether you want to keep the associated Zoom event.

1. Go to **Dashboard** → **Runbooks**.
2. Click on the webinar or meeting runbook you want to delete.
3. Click **Delete**.
4. Choose your deletion option:

Option	What Happens
Delete Runbook Only	Removes from SimuLive, keeps Zoom webinar or meeting
Delete with Zoom Meeting	Removes runbook AND the Zoom webinar or meeting
Delete Current Occurrence	For recurring webinars/meetings: removes only this one
Delete All Occurrences	For recurring webinars/meetings: removes the entire series

## 7. Disconnecting Accounts

Remove linked accounts if you need to switch to different Zoom or Google Drive accounts for your webinars and meetings.

- Go to **Dashboard** → **Integrations**
- Click **Disconnect** next to the account
- Confirm when prompted

## 8. Deleting Your Account

Permanently remove your SimuLive account and all associated webinar and meeting data.

- Go to **Dashboard** → **Settings** → **Delete Account**
- Your account will be deactivated immediately
- Permanent deletion completes within 30 days

Need help with your webinars or meetings? Contact us at **support@simulive.us**