

Sort events and breakout sessions into categories

After you [add events](#) and [breakout sessions](#) to the portal, the portal automatically sorts them by their scheduled date and time. Depending on the portal layout you select, you can further group your events with automatic grouping and sort events into tabs by broadcast date or into custom *categories* (or *tracks*) you create.

Select a layout

Before you categorize events and breakout sessions, you must select the correct layout.

Sign in to the Webcast Admin portal and edit the portal.

To select a layout:

1. On the left panel, click the **Portal Layout** tab.
2. Under **Post-Registration Agenda Display Options**, select the:
 - **Tabs** layout to sort events into broadcast date tabs.
 - **Accordion, Tabs, Table of Contents**, or **Tracks** layout to sort events into custom categories.

Note: Simple List and Custom layouts do not support automatic grouping.

[Portal Agenda layout Options.png](#)

3. Click **Save and Continue**.

Sort with broadcast date tabs

If your conference takes place over several days, you can automatically group them into tabs with their scheduled date. If the date of an event or breakout session changes, it is automatically sorted into the correct date tab on the portal.

This is an example of a portal with a Tab layout and events sorted into broadcast date tabs.

[Portal with events sorted into broadcast date tabs](#)

To sort events and breakout sessions into tabs by date:

1. On the left panel, click the **Manage Segments** tab.
2. On the Manage Segments tab, click **Manage Categories**.
3. On the Manage Categories window, under Automatic Grouping, select **Broadcast date tabs** and then click **Save**.

Manage Categories window shows Broadcast date tabs as the Automatic Grouping option

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4. Then on the Manage Segments tab, click **Save and Continue**.

Sort with custom categories

Create your own custom categories to separate different conference days, topics, and more.

This is an example of a portal with a Tab layout and events sorted into custom categories.

[Portal with events sorted into custom categories by day](#)

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To sort events and breakout sessions into custom categories:

1. On the left panel, click the **Manage Segments** tab.
2. On the Manage Segments tab, click **Manage Categories**.
3. On the Manage Categories window, under Automatic Grouping, select **None**.
4. Click **New Category** and enter a Category ID and a Display Name for each of your categories.

The Category ID is used to assign events and breakout sessions to the category in the Webcast Admin portal and does not display on the portal agenda page. The Display Name is the title of the category that viewers see on the portal.

Note: Category IDs can't contain any spaces or special characters.

[Manage Categories window](#) shows the None as Automatic Grouping option and 3 custom categories.

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5. Once you've created your categories, click **Save**.

On the Manage Segments tab, a new Category column displays.

6. In the Category column, select a Category ID for each event and breakout session to assign them to categories.

Note: You must assign categories to all of your events and breakout sessions for them to display on the portal.

[Manage Segments](#) section shows the events split into categories

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7. After you've assigned your categories, click **Save and Continue**.

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