

How to enable and configure the Introduction page for your Hearback session.

1 Navigate to <https://hearback.me/event-view/>

The screenshot shows the 'Events View' page in the Hearback application. At the top, there are navigation links for 'Event Registration', 'Events View', 'Feedback', 'Account', and 'Logout'. Below the navigation is a yellow bar indicating the 'Pro plan' subscription. A search bar is present with the placeholder text 'Enter text to search events' and a 'Search' button. The main content is a table with the following columns: Event Name, Event Organiser, Start Date/Time, End Date/Time, Event Text, Focus Words, QRcode, Allow Photos, Allow Qns, Turn On, Edit, and Delete. The table contains three rows of event data.

Event Name	Event Organiser	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Turn On	Edit	Delete
Best Lame Joke of the Year (2 entries, 3 mins)	Test	2025-01-09 09:46:00	2025-01-13 09:46:00			 Personalise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	DEL
Ignite Integrate Shape: StoryTelling (0 entries, 0 mins)	Test	2024-04-29 15:15:00	2024-05-06 18:00:00			 Personalise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	DEL
Mentoring Report (2 entries, 1 mins)	CLOUDSQUIRE	2025-01-07 09:00:00	2025-01-09 18:00:00			 Personalise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	DEL

2 Click "⚙️" to configure the event

Events View

Pro plan

Enter text to search events

Event Name	Event Organiser	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Tue
⚙️ Best Lame Joke of the Year (3 entries, 3 mins)	Test	2025-01-09 09:46:00	2025-01-13 09:46:00			 Personalise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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⚙️ Mentoring Report		2025-01-07	2025-01-09				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3 Enable the "Enable Introduction" setting

Event Registration Events View Feedback Account ▾ Logout

Event Settings

[Best Lame Joke of the Year by Test](#)

Option	Description	Setting
Enable Introduction	Enable Introduction page for Hearback session	<input checked="" type="checkbox"/>
Require Name & Email	Set whether required to collect name and email for feedback	Both Optional ▾
Default Photo	User's events to enable photo by default	<input type="checkbox"/>
Add Feedback	To allow backend adding of feedback	<input type="checkbox"/>
Rerecord Audio	To allow re-recording of audio feedback	<input type="checkbox"/>
Voice Download	To allow participant to download own voice recording	<input type="checkbox"/>
Text Input	To allow text input feedback	<input type="checkbox"/>
Storify Show	To enable Storify Show for Event	Disabled ▾

4 Enable Introduction page for Hearback session.

Option	Description	Setting
Enable Introduction	Enable Introduction page for Hearback session	
Require Name & Email	Set whether required to collect name and email for feedback	Both Optional 
Default Photo	User's events to enable photo by default	
Add Feedback	To allow backend adding of feedback	
Rerecord Audio	To allow re-recording of audio feedback	
Voice Download	To allow participant to download own voice recording	
Text Input	To allow text input feedback	
Storify Show	To enable Storify Show for Event	Disabled 
Use Prompt	To use custom prompt	
Prompt	Custom Prompt to process each entry's text.	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Just for your reference, this is the prompt for the Joke. You are Summy the joke analyst. Analyse this as a joke. Provide a detailed critique on these areas: timing of</p> </div>

5 Click "Confirm" to save event settings

Prompt	Custom Prompt to process each entry's text.	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Just for your reference, this is the prompt for the Joke. You are Summy the joke analyst. Analyse this as a joke. Provide a detailed critique on these areas: timing of punchline, delivery, ...</p> </div>
Process Photo	To AI process what is in photo	
Prompt for Image Processing	Custom Prompt to process each entry's image input. Turn on Process Photos above to use this prompt	<div style="border: 1px solid #ccc; height: 40px;"></div>
Email Report to	Report will be sent to this email (Owner will receive if empty) or multiple emails with comma	<div style="border: 1px solid #ccc; height: 20px;"></div>
HB Session Footnote	Footnote text that appears at the bottom of the HB session when collecting feedback	<div style="border: 1px solid #ccc; height: 40px;"></div>



6 On the Events View page, Click "ⓘ" to edit introduction

Events View

Pro plan

Enter text to search events

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⚙ Mentoring Report (2 entries, 1 mins)	CLOUDSQUIRE	2025-01-07 09:00:00	2025-01-09 18:00:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7 Enter the Heading text for the Introduction page

Event Registration Events View Feedback Account ▾ Logout

Edit Introduction

Heading:

Media URL:

Introduction:

8 Enter the Media URL for the introduction page

Event Registration Events View Feedback Account ▾ Logout

Edit Introduction

Heading:
Best Joke of the Year

Media URL:
|

Introduction:
|

Save

9 Enter the text for the Introduction page

Event Registration Events View Feedback Account ▾ Logout

Edit Introduction

Heading:
Best Joke of the Year

Media URL:
https://hearback.me/wp-content/uploads/2024/08/pikaso_embed-3.png

Introduction:
|

Save

Best Joke of the Year

10 Click "Save" to generate the page

Event Registration Events View Feedback Account ▾ Log

Edit Introduction

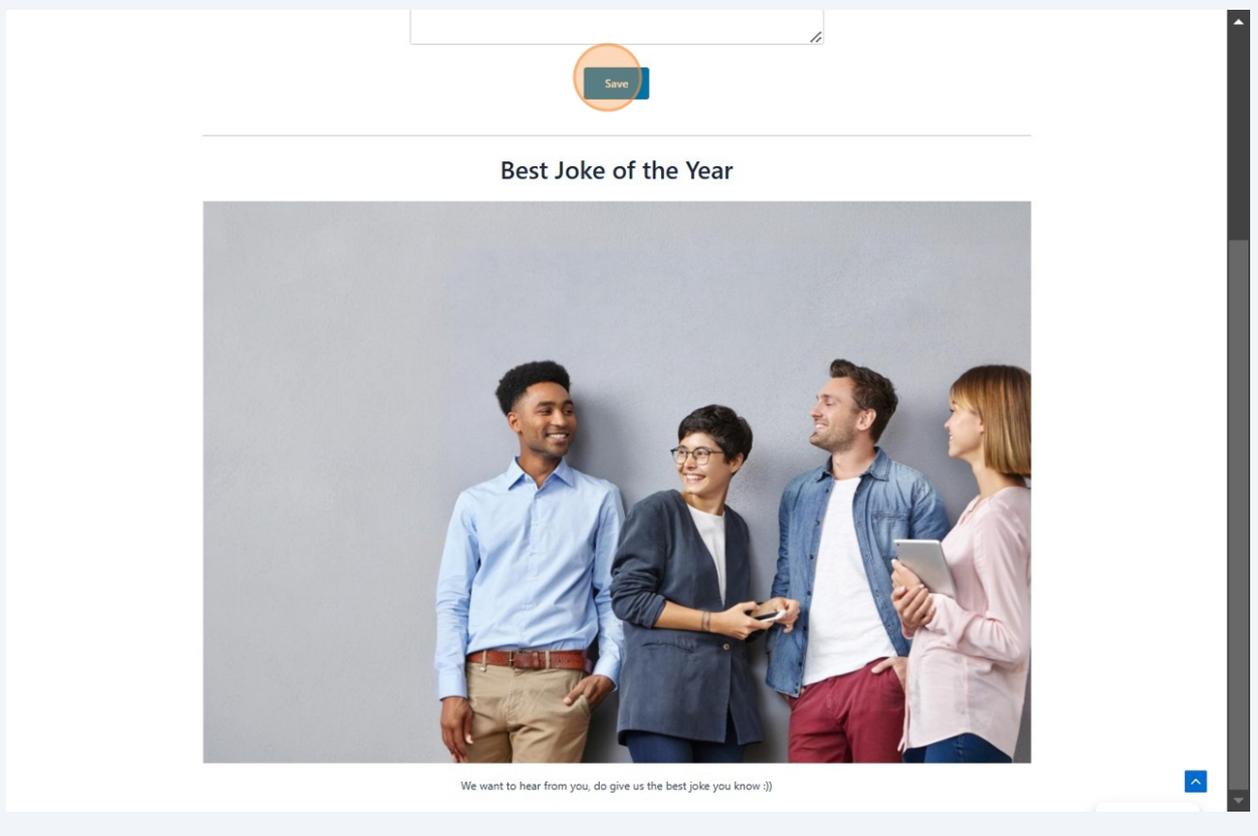
Heading:
Best Joke of the Year

Media URL:
https://hearback.me/wp-content/uploads/2024/08/pikaso_embed-3.png

Introduction:
We want to hear from you, do give us the best joke you know :))

Save

11 View of the Introduction page.



12 From Events View page, click the QRcode to test the feedback session

Event Registration Events View Feedback Account

Events View

Pro plan

Enter text to search events

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13 Click "CONTINUE" to start recording

Event Registration Events View Feedback Account Logout

Best Joke of the Year



We want to hear from you, do give us the best joke you know :))

[CONTINUE](#)

14 Click "Submit"

Best Lame Joke of the Year
for Test



Please enter your name (optional)

Please enter your email or phone contact(optional)

Submit

15 Click "Start Recording" here.

Best Lame Joke of the Year
for Test



Start Recording

Powered by Hearback @ <https://hearback.me>