ORGANIZER GUIDE

From your first sign-in to your event in the room

Every step to create an event with YUMEYU, put it on the LIM in the room and run it from your phone. Follow the chapters in order the first time; then come back here whenever you need a specific step.

In this guide

1. Sign in to YUMEYU
2. Complete your profile
3. Create the event
4. Find and share your event
5. Download and install the LIM
6. Connect the LIM to your account
7. Start the event on the LIM
8. Use the remote control
9. During the event
10. Close the event and look at the results
11. The shortcut: the quick event
12. If something goes wrong

What you need

Get these ready before you start, so you don’t have to stop halfway.

A YUMEYU account
You create it the first time you sign in with Google or Apple, or from the app.

The YUMEYU app on your phone
For iOS and Android. You need it to sign in with the QR code and as a remote control during the event.

A computer connected to the screen in the room
This is your LIM: Windows 10 or 11, macOS 12 or later, Ubuntu 22.04 or later. It must be connected to the Internet.

Your slides as a PDF
If you don’t have them, you can create them with YUMEYU Studio while you set up the event.

An image for the poster
Preferably in 16:9 format. You can also pick one from the built-in photo library.

A profile photo of yourself
You need it if you present the event yourself: it appears among the speakers.

1 Sign in to YUMEYU

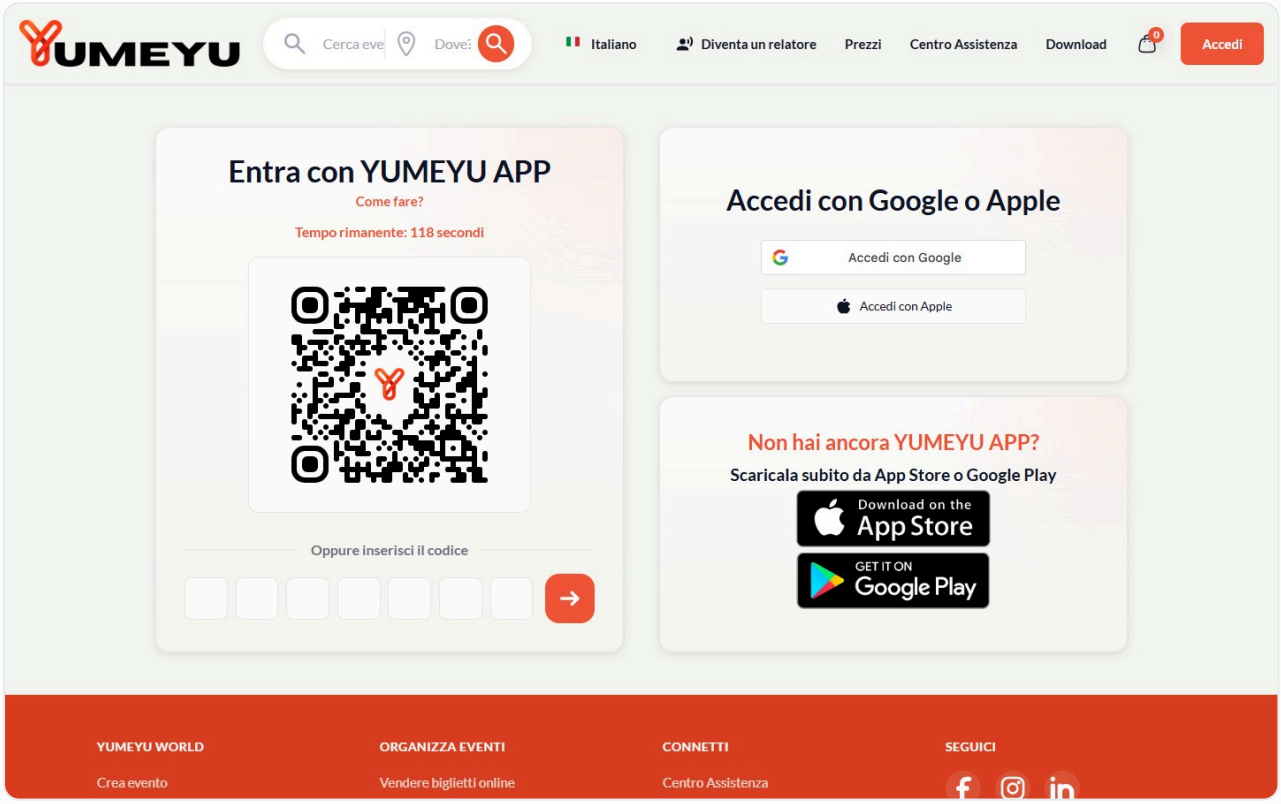
YUMEYU has no password to remember: you get in with the app or with your Google or Apple account.

1.1 Open the sign-in page

On the website

Go to yumeyu.it and click “Create an event” at the top right. There are three ways to get in: pick the one you prefer.

- “Enter with YUMEYU APP”: open the app on your phone, tap “Join” and scan the QR code. The QR code is renewed every two minutes.
- “Or enter the code”: in the app go to Account, tap “Generate code” and type it here.
- “Sign in with Google or Apple”: click the button and choose your account. If it is your first time, your YUMEYU account is created at this point.

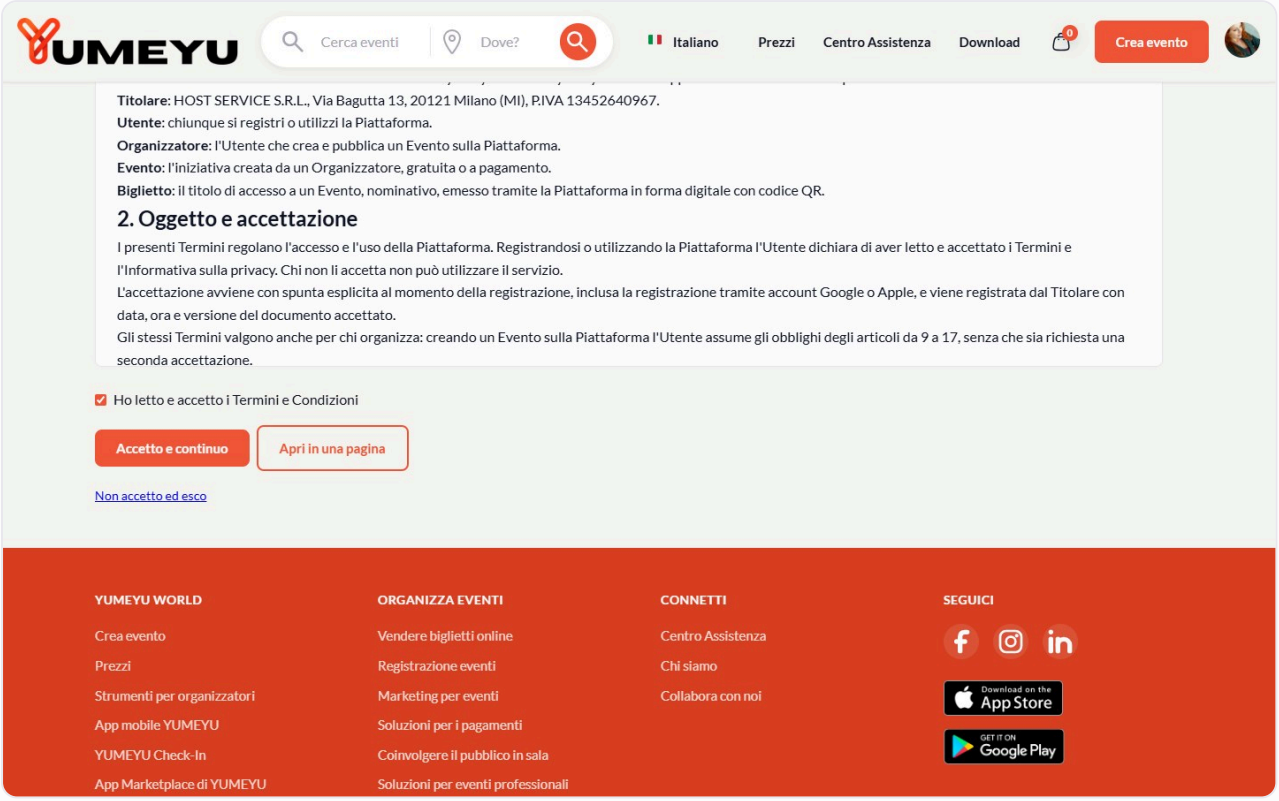


The sign-in page with the QR code, the code field and the Google and Apple buttons

1.2 Accept the terms

On the website

The first time you sign in you see the “Before you continue” page. Read the terms, tick the box and click “Accept and continue”: you won’t be asked again, unless the terms change.



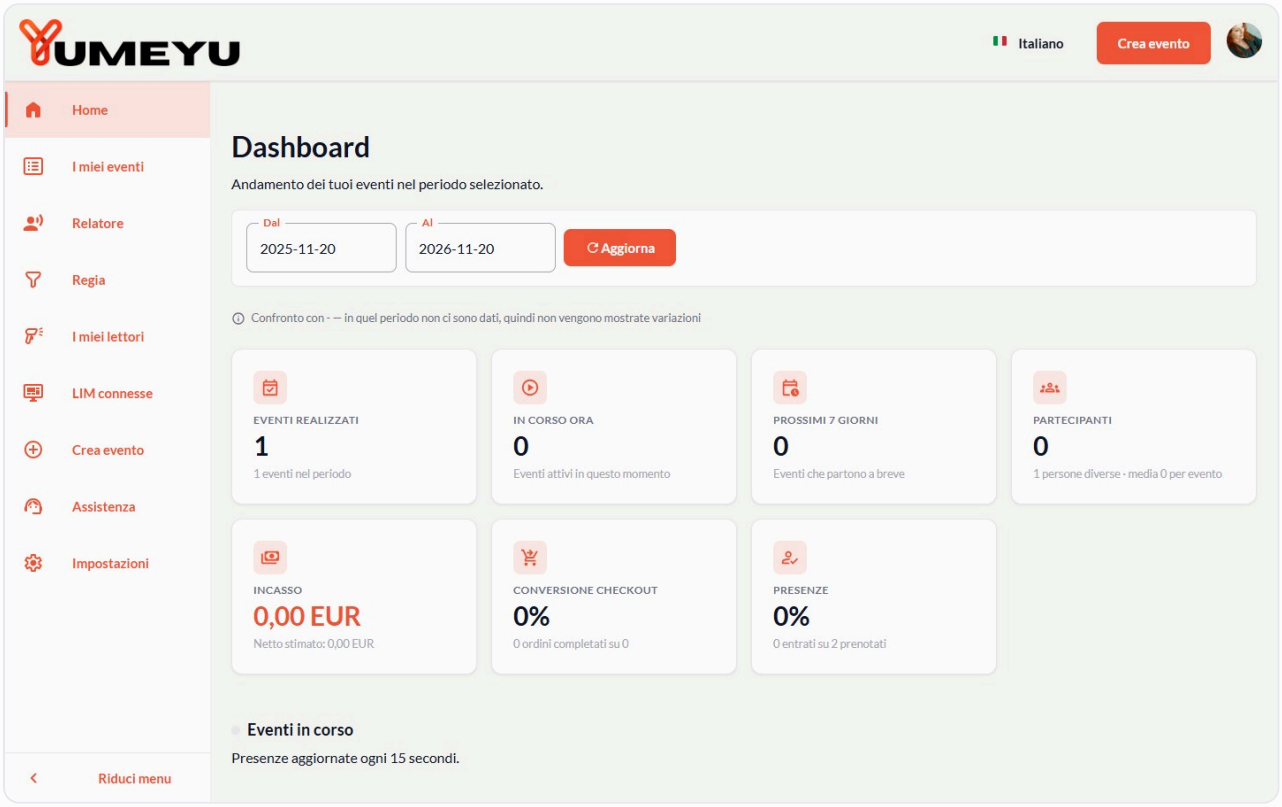
The page for accepting the terms at the first sign-in

1.3 Get to know your personal area

On the website

After signing in you land on the Dashboard. The menu is on the left: click the arrow at the bottom to expand it and read the items.

- “Home”: how your events are doing and the ones in progress.
- “My events”: the list of events you have created.
- “Speaker”: your speaker profile and the invitations you have received.
- “Jury” and “My readers”: the devices of the people who moderate messages and of those who check tickets.
- “Connected LIMs”: the LIMs linked to your account.
- “Create event”, “Support” and “Settings”.



The Dashboard of the personal area with the side menu open

2 Complete your profile

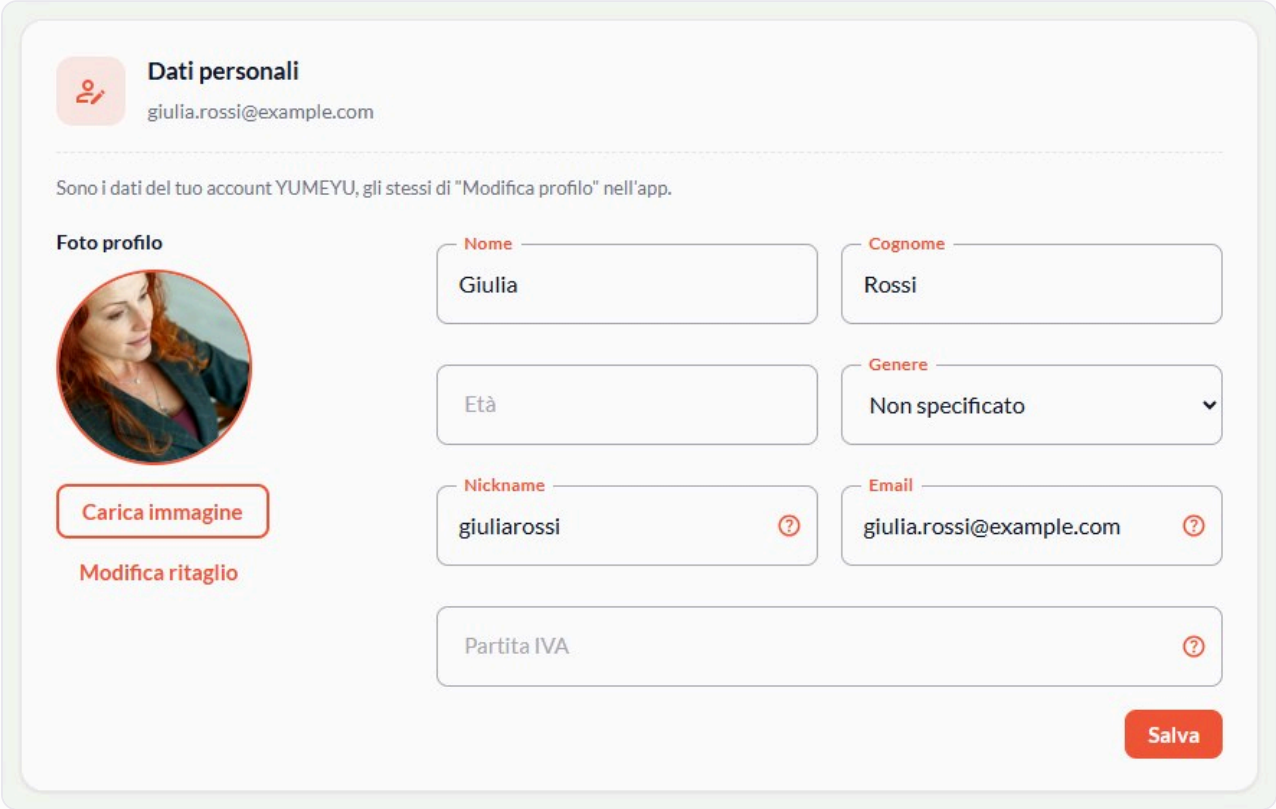
Something you do only once, before your first event.

2.1 Upload your profile photo

On the website

Open “Settings” from the menu and, in the “Personal data” box, upload a photo of yourself and check your first and last name. Without a photo you can’t add yourself as a speaker of the event.

ⓘ Going to sell paid tickets? On this same page, connect Stripe and enter your VAT number. You don’t need them for free events.



The Personal data box in Settings, with the profile photo

3 Create the event

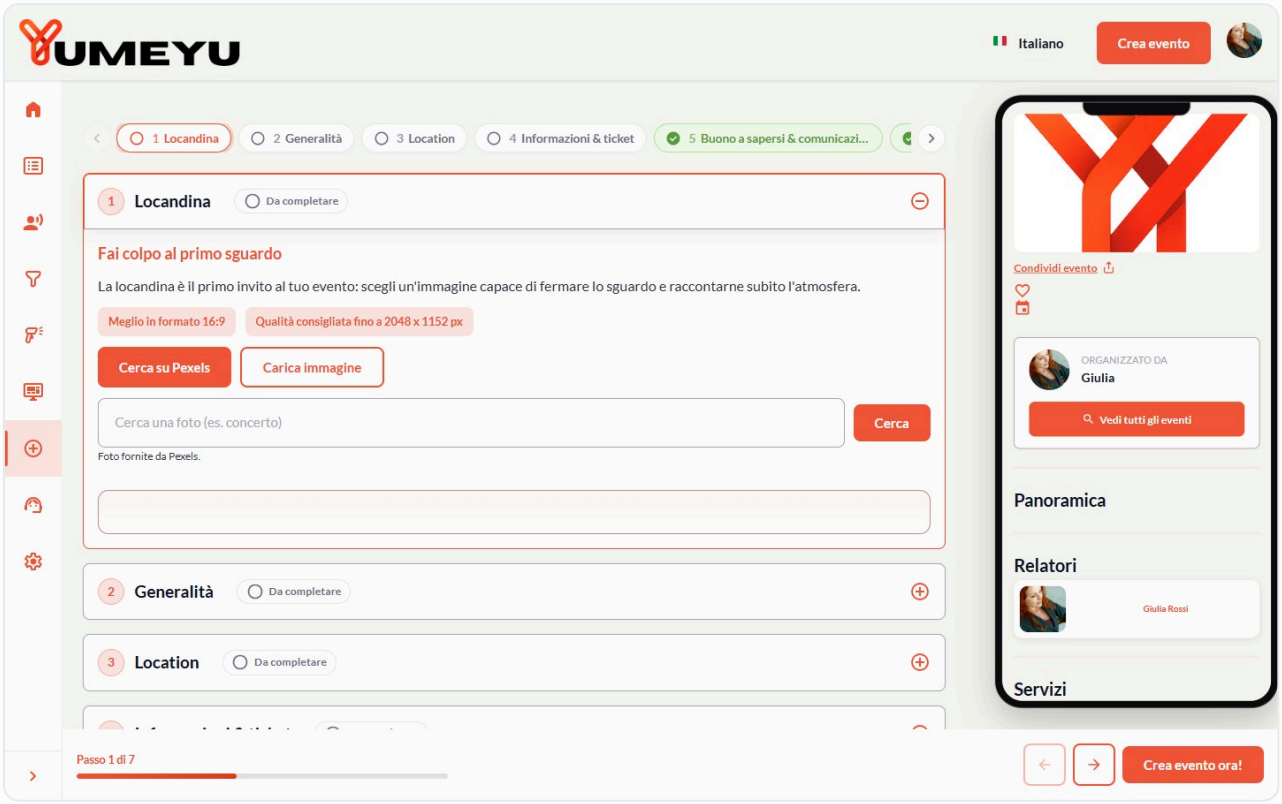
Creation happens on a single page, split into sections to fill in one after the other. What you write is saved as a draft: if you close the page, when you come back you can choose “Resume draft”.

3.1 Open “Create event”

On the website

Click “Create event” at the top right or in the menu. At the top you see the step bar, on the right a preview of how the event will look on a phone, at the bottom the buttons to go forward and back.

Each section shows its status: “To fill in”, “Complete” or “Needs fixing”. The number of steps changes depending on the entry type you choose.

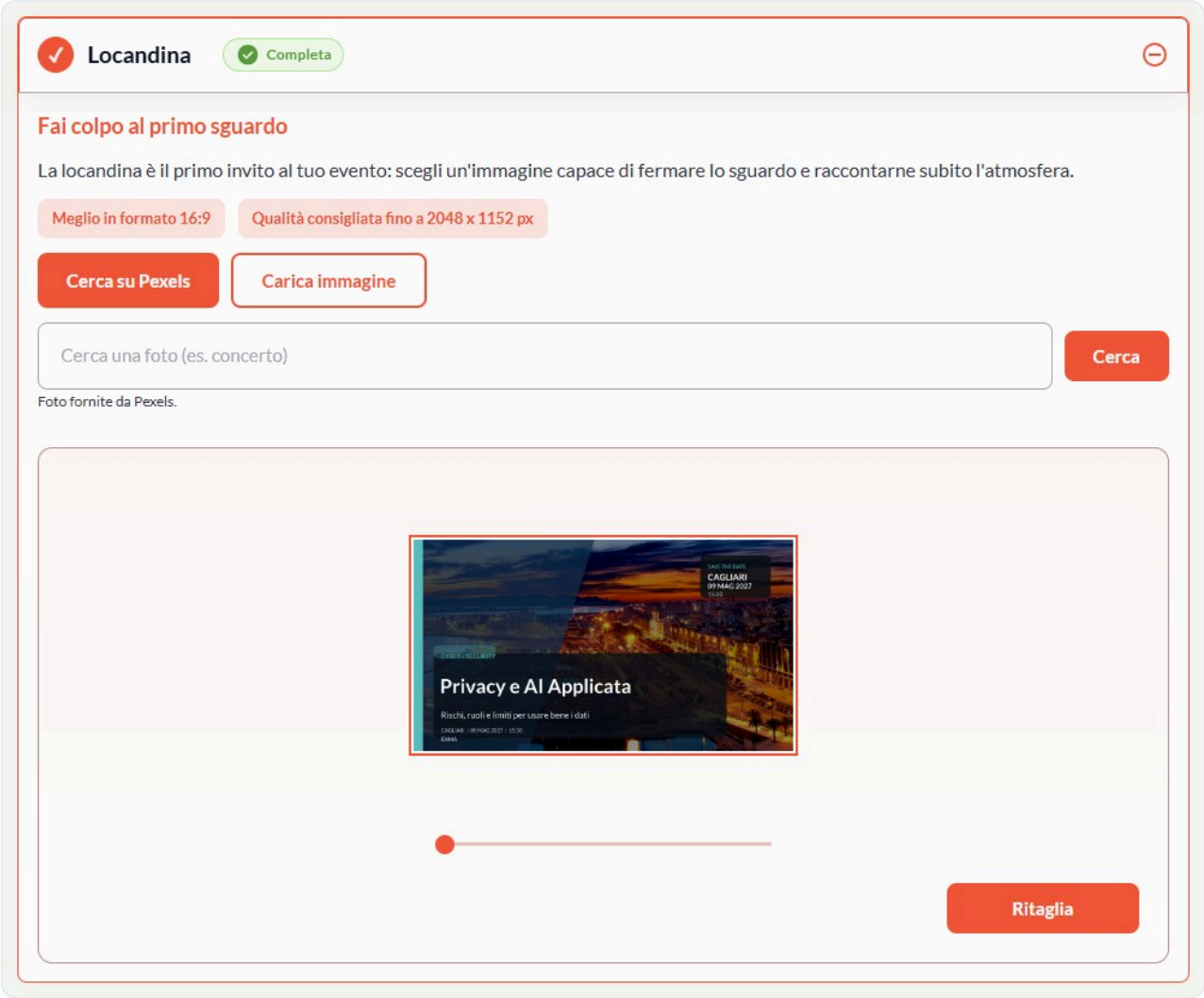


The Create event page with the step bar and the phone preview

3.2 Event poster

On the website

Choose the image that represents the event. With “Search on Pexels” you find a free photo by typing a topic; with “Upload image” you use a file of your own. Then crop it to 16:9 format.

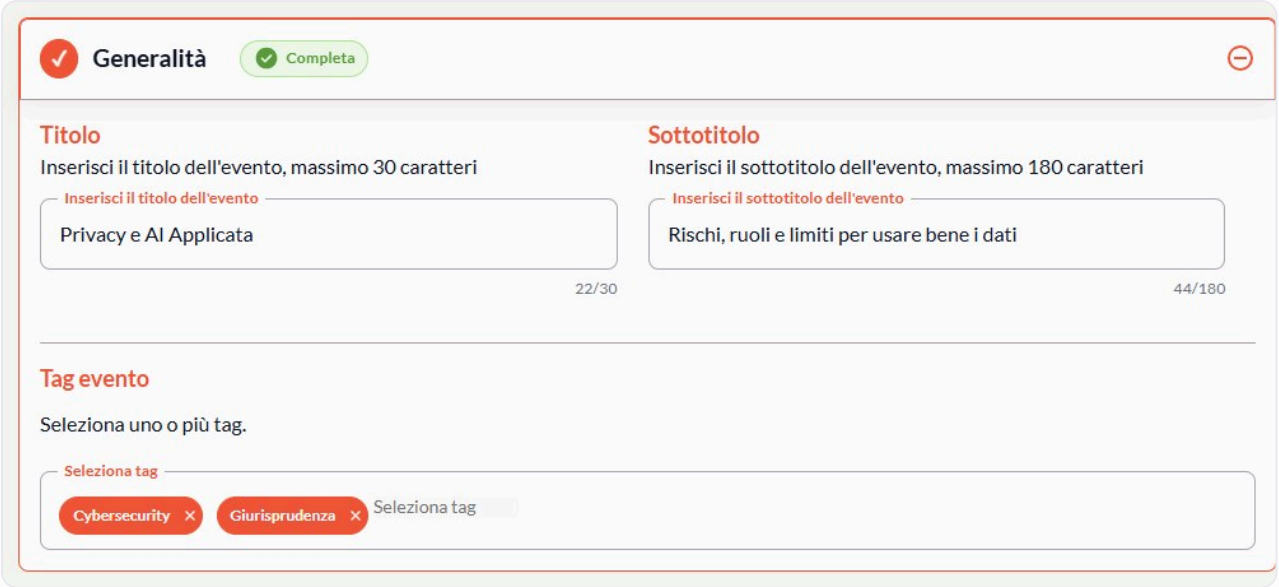


The Event poster section with the photo search and the chosen image

3.3 Event Overview

On the website

Write the title (2 to 30 characters), a subtitle that explains in one line what the event is about, and choose at least one tag: it is the category the audience uses to find the event.

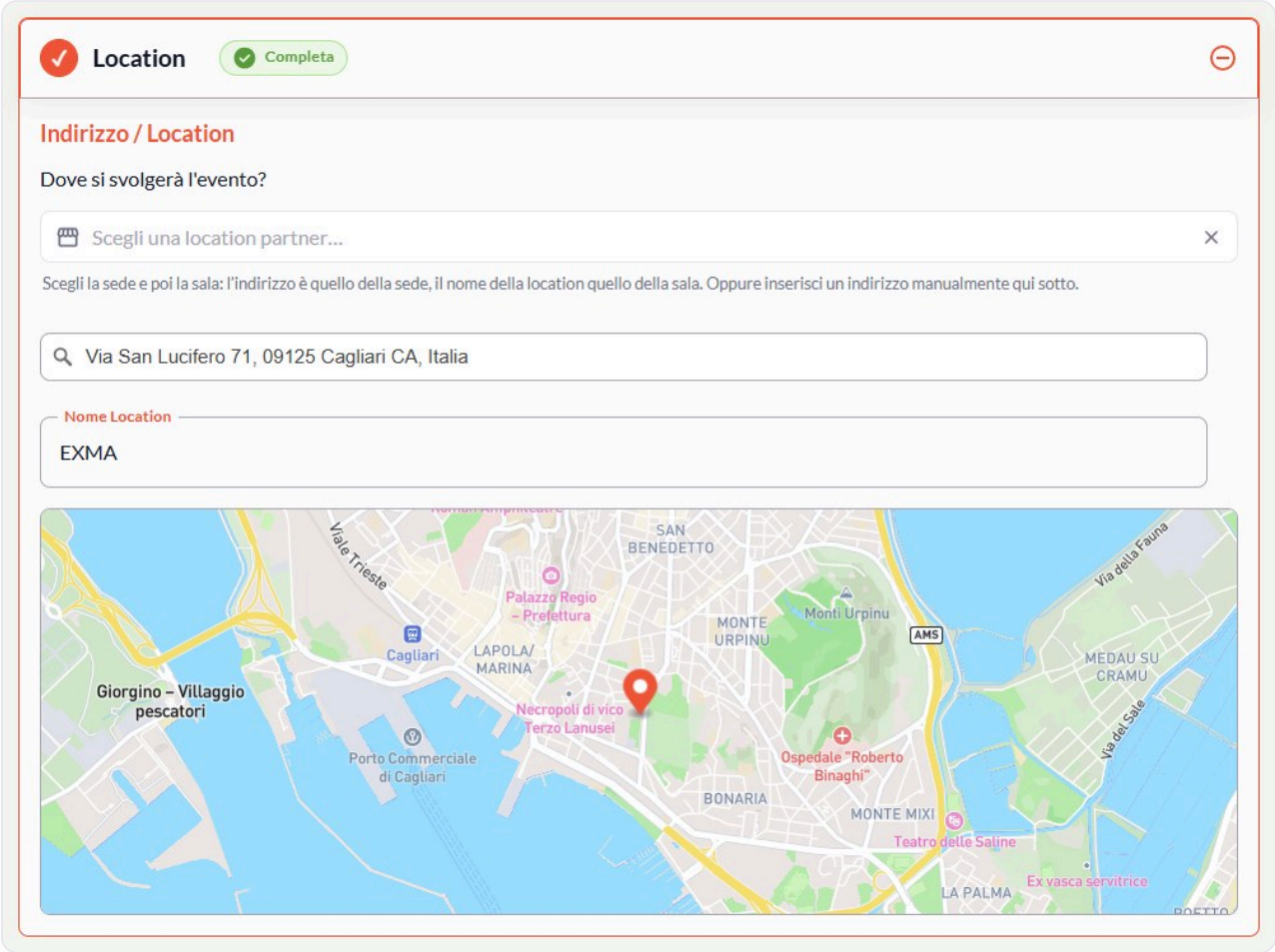


The Event Overview section with title, subtitle and tags

3.4 Location

On the website

Say where the event takes place. If the room is a partner location, pick it from the list: the address and name are filled in automatically. Otherwise search for the address, select it from the suggestions and type the name of the place.



The Location section with the address and the map

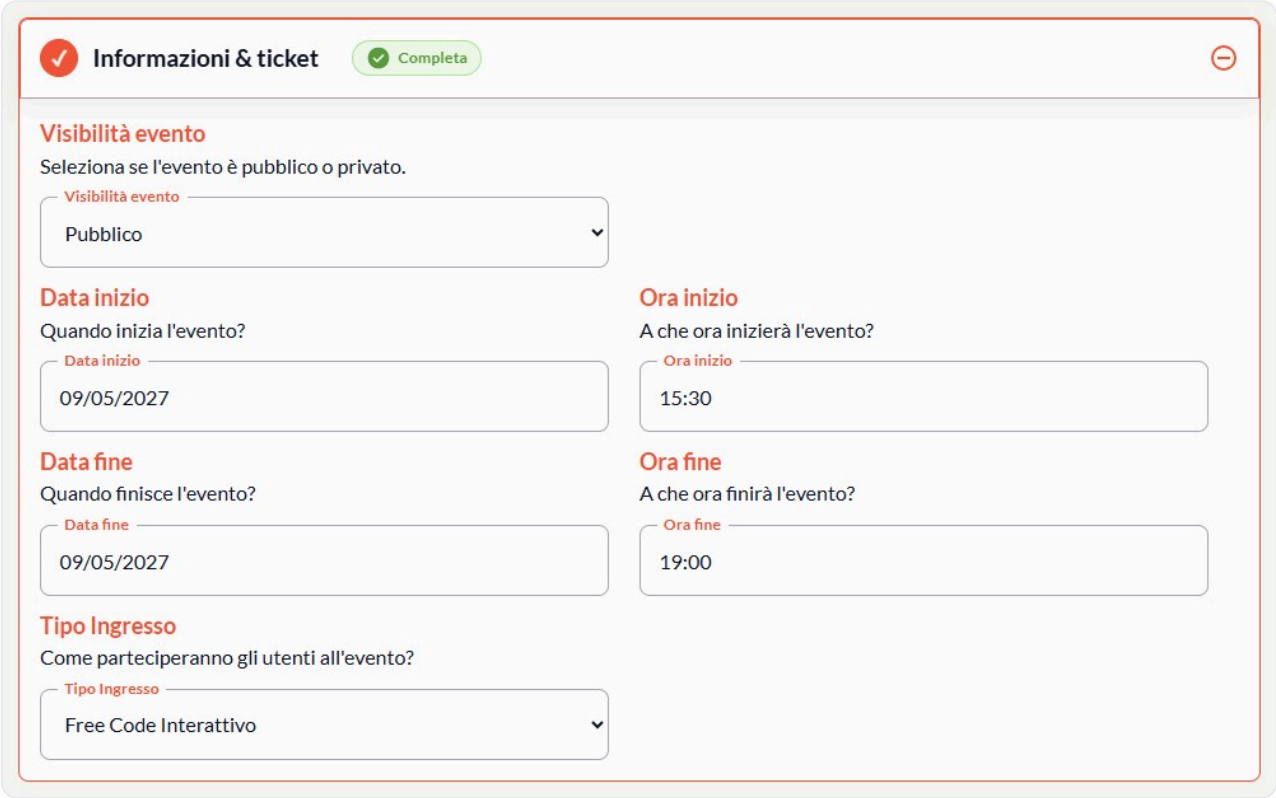
3.5 Information & tickets

On the website

Choose whether the event is public or private, then the start and end date and time: the start must be in the future. Finally choose the “Entry type”, which decides how the audience gets in and which sections you will see next.

- “Interactive Event Code”: free. The audience gets in with the event code or by scanning the QR code in the room, and can interact. It is the simplest choice for your first event.
- “Ticket”: the audience books or buys a ticket, which is checked at the entrance, and can interact.
- “Non-Interactive Ticket”: tickets only, without slides, quizzes and messages.

ⓘ Paid tickets require Stripe to be connected and a VAT number. Once the first ticket is sold, the entry type can no longer be changed.



The Information & tickets section with dates, times and Entry type

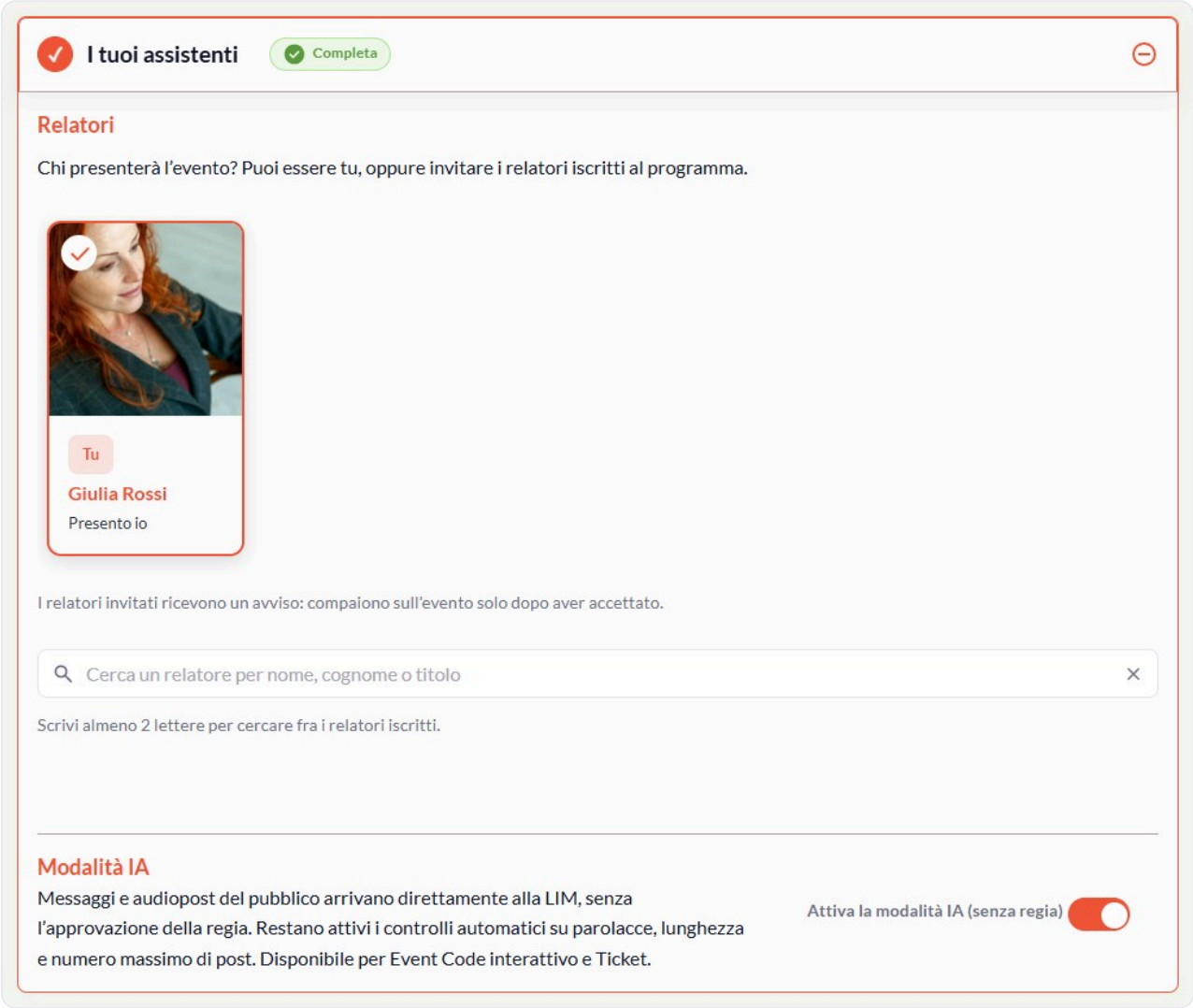
3.6 Your assistants

On the website

Here you say who presents and who checks the audience's messages.
Speakers: select the "You" card if you are presenting, or search for a speaker by name and click "Invite". An invited speaker appears on the event only after accepting the invitation.
Audience messages: choose one of the two options.

- "AI mode": turn on the switch and messages reach the LIM without going through a person. Automatic checks stay active. It is the simplest option.
- "Jury": a person approves messages before they go on the LIM. Choose the Jury device from the list, or create one with the "+" and give the access link to the moderator.

ⓘ Without AI mode and without a Jury device the audience can't get into the event: always choose one of the two.



The Your assistants section with the speaker selected and AI mode on

3.7 Quizzes and polls (optional)

On the website

With “New poll” you ask one question with up to five answers. With “New quiz” you prepare several questions, each with one correct answer, and set the time allowed.
You prepare them now and send them to the audience from the remote control during the event, whenever you want.

ⓘ A quiz that has already been sent can no longer be edited.



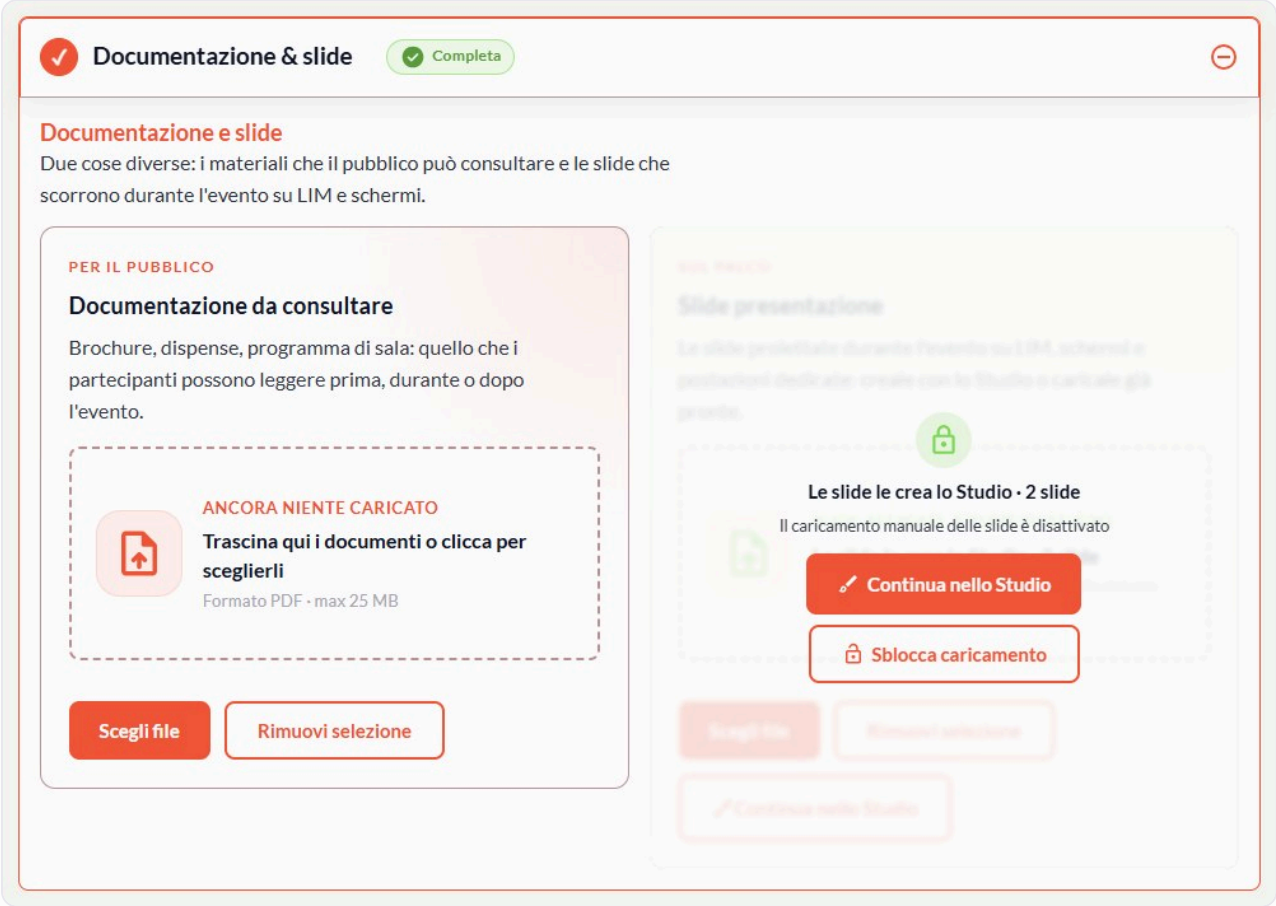
The Quizzes and polls section

3.8 Documents & slides

On the website

These are two different things. “Documents to read” are the PDFs the audience can read on their phones. “Presentation slides” are the slides shown on the screen in the room: they are required for interactive events.

For the slides you have two options: upload a PDF with “Choose file”, or create them with “Create with Studio”.



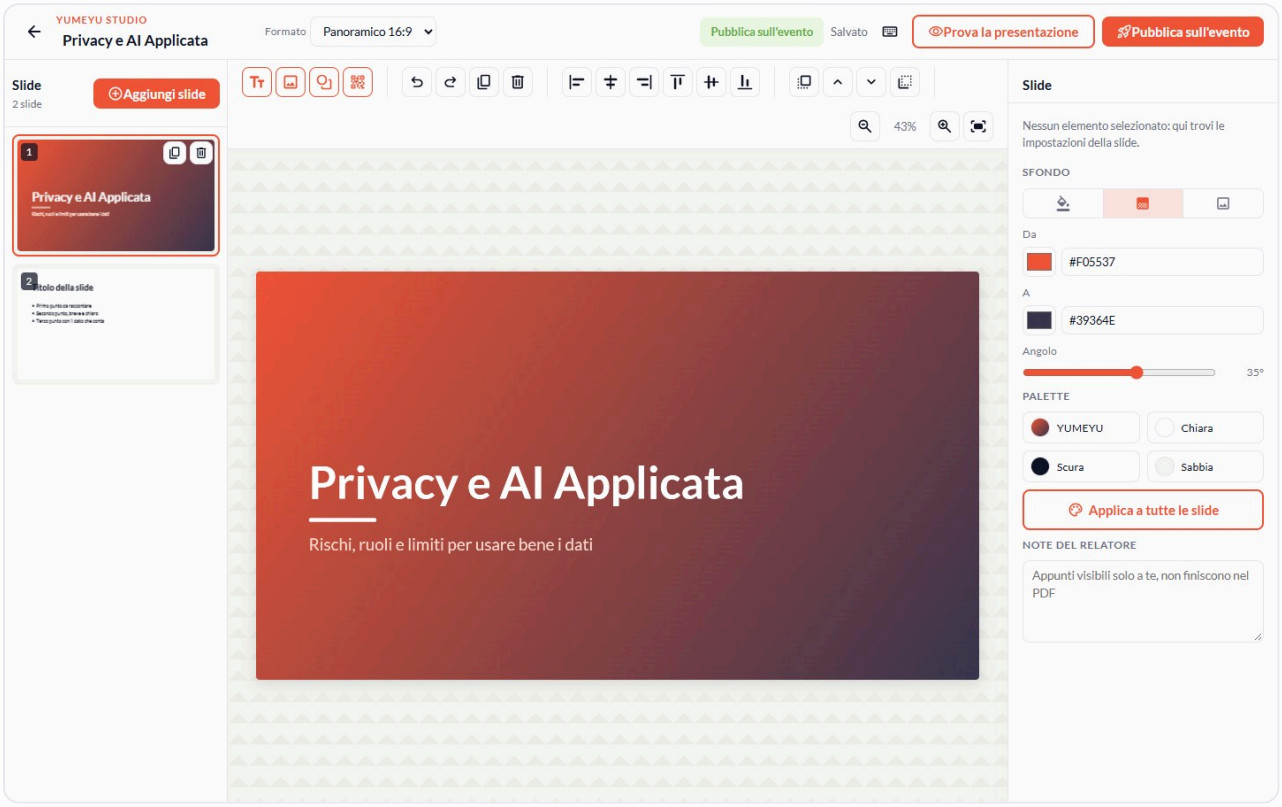
The Documents & slides section with the two upload boxes

3.9 Slides with YUMEYU Studio

On the website

Studio opens in a new tab. With “Add slide” you choose a ready-made layout; with the tools at the top you add text, images, shapes and QR codes. “Try the presentation” shows you the result.

When you are done, click “Publish to the event”: until you publish, the event can’t be saved.



YUMEYU Studio with the slide list and the cover slide

3.10 Save with “Create event now!”

On the website

When all the required sections are complete, click “Create event now!” at the bottom right. The event is created and reopens in edit mode: from here you can adjust it whenever you want with “Save event”.

The other sections are optional: “Good to know & announcements” for notices to the audience and “Attendance certificate” to issue a certificate to those who came in.

ⓘ The event can only be edited up to its start time. Check slides, quizzes and speakers beforehand.

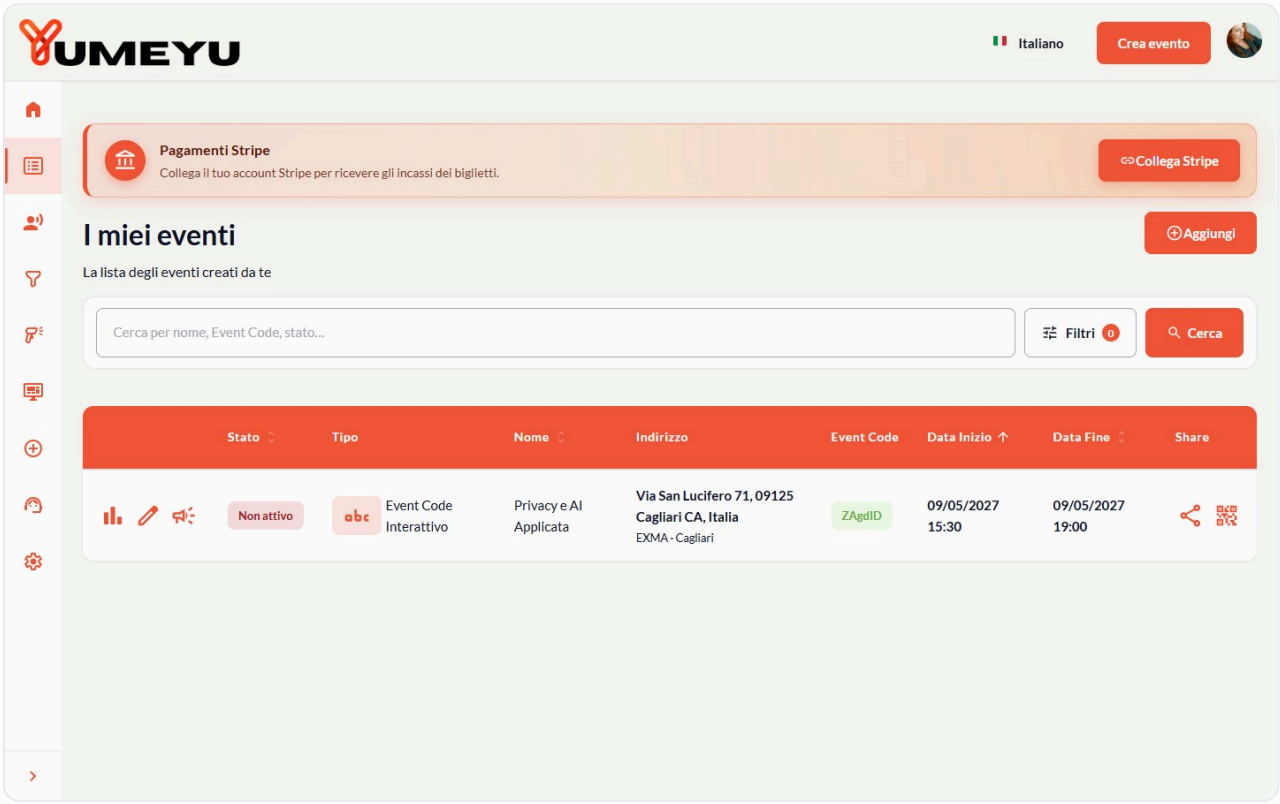
4 Find and share your event

4.1 Open “My events”

On the website

The list shows all your events. The “Event Code” column shows the six-character code the audience uses to get in and that you can use to open the event on the LIM.

- Pencil: edit the event.
- Chart: opens the statistics.
- Megaphone: write announcements for the audience.
- “Share”: copy the link or share the event.
- QR: shows and downloads the event’s QR code, to put on invitations and materials.



The My events list with the Event Code and the row actions

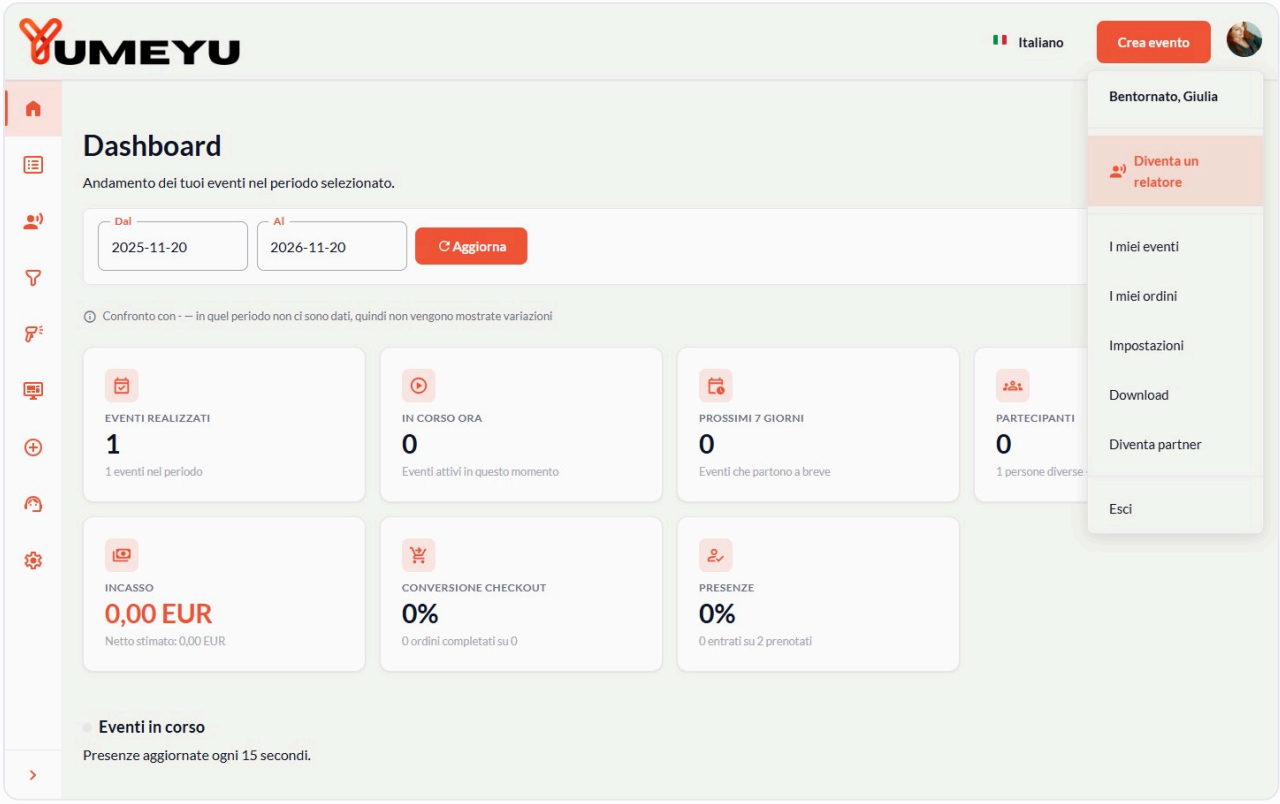
5 Download and install the LIM

The LIM is the YUMEYU application that runs on the computer connected to the screen or projector in the room: it shows the poster, the slides, the audience’s messages and the quiz results.

5.1 Open the Download page

On the website

Do this from the computer in the room. Click your photo at the top right and choose “Download”. Alternatively, open “Connected LIMs” from the menu and click “Download LIM”.



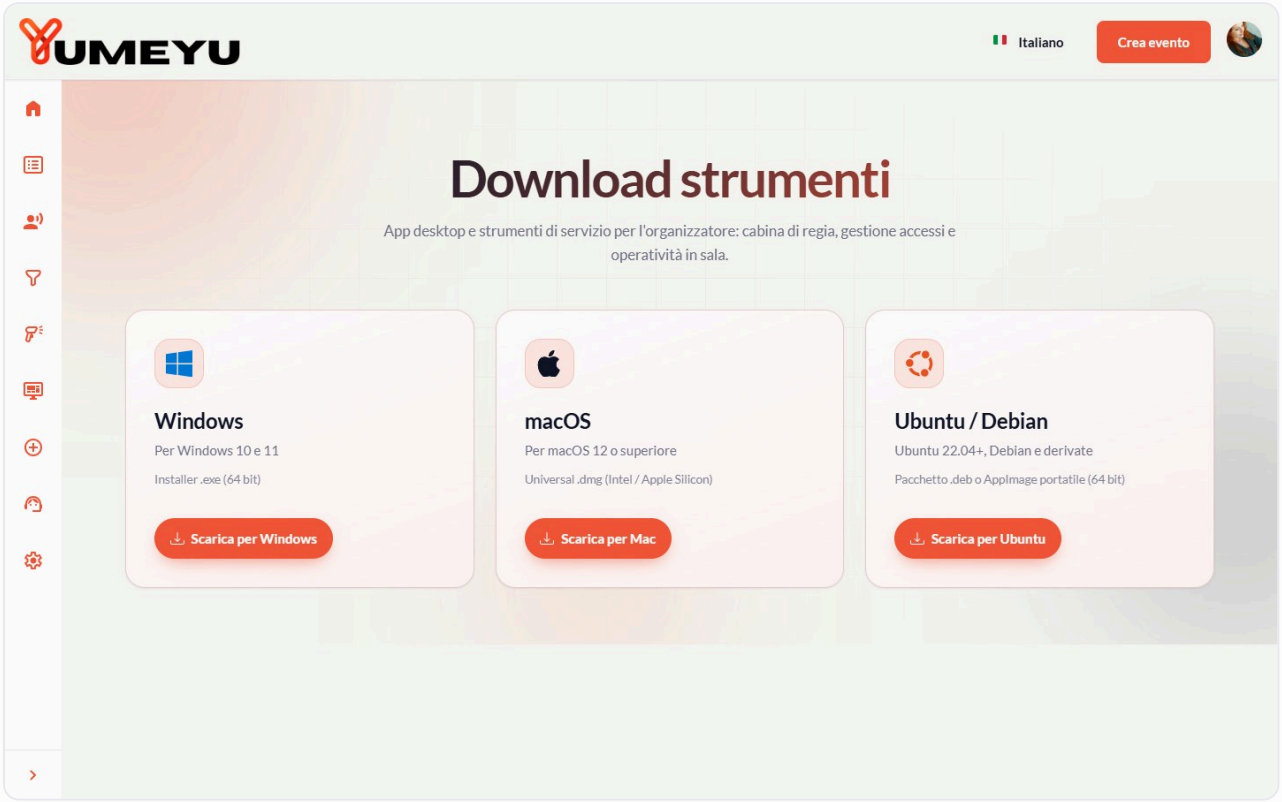
The user menu open with the Download item

5.2 Choose your operating system and install

On the website

Click “Download for Windows”, “Download for Mac” or “Download for Ubuntu”, open the downloaded file and follow the installation. From then on the LIM updates itself.

ⓘ Install and try the LIM a few days before the event, not in the room at the last minute.



The Download page with the buttons for Windows, Mac and Ubuntu

6 Connect the LIM to your account

The first time it starts, the LIM asks who you are. There are three ways to tell it: use the most convenient one.

6.1 Start the LIM

On the LIM

Open the YUMEYU application on the computer in the room. The sign-in screen appears with a QR code, the field for the manual code and the “Sign in with Google” button.

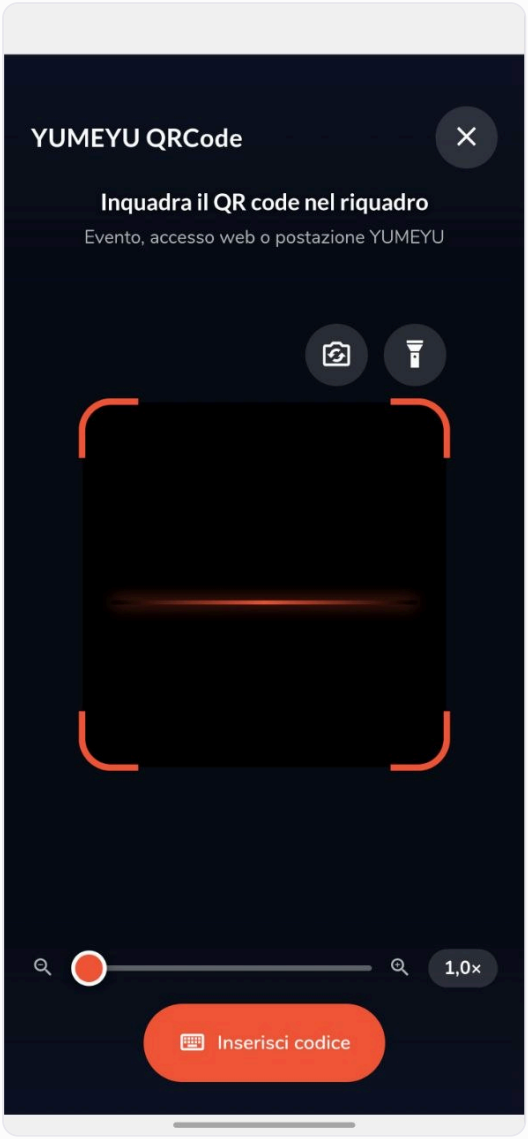


The LIM sign-in screen with the QR code, the manual code and the Sign in with Google button

6.2 Option 1: scan the QR code with the app

In the app

Open the YUMEYU app on your phone, tap “Join” and scan the QR code shown by the LIM. Confirm the sign-in: the LIM connects to your account in a few seconds. If the QR code has expired, click “New QR code” on the LIM.



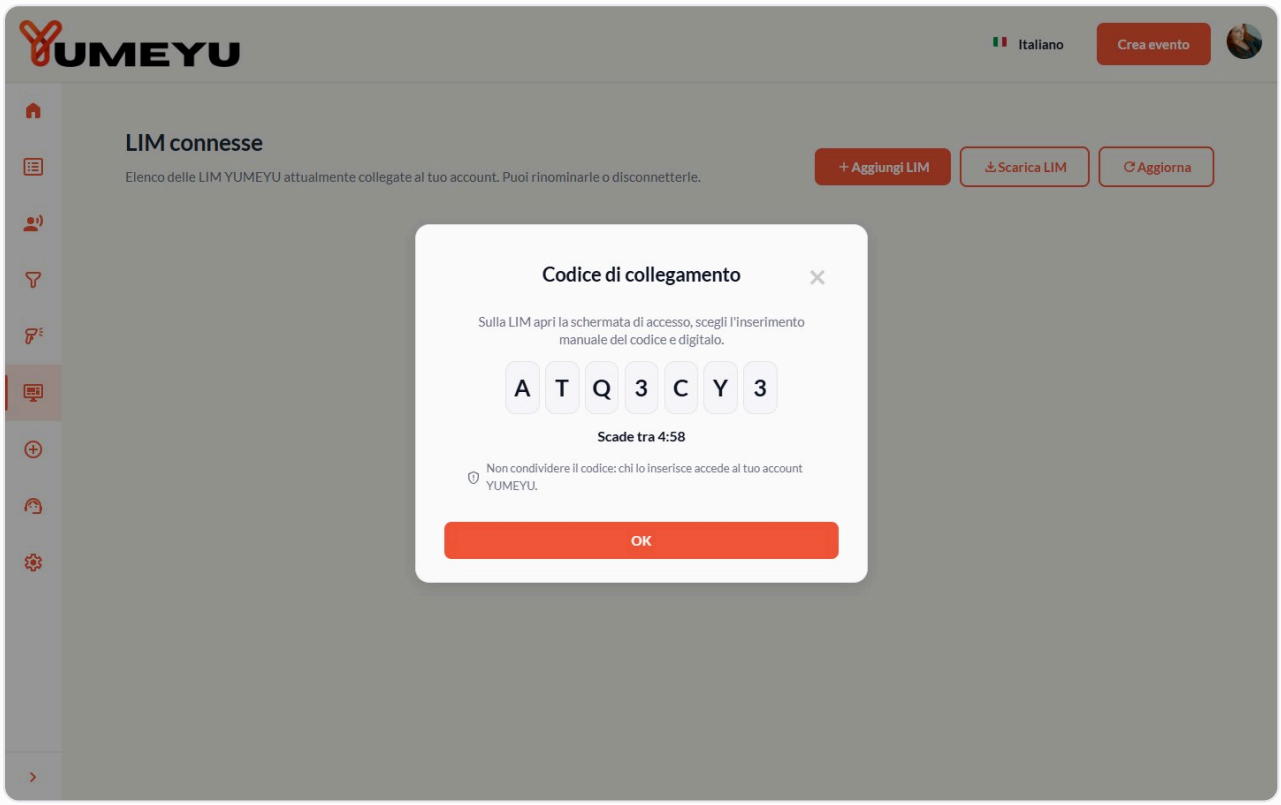
The YUMEYU app with the Join button and the QR scanner

6.3 Option 2: use a pairing code

On the website

On the website open “Connected LIMs” and click “Add LIM”: a seven-character code appears, valid for five minutes. Type it on the LIM in the manual code field. You can get the same code from the app, in Account, with “Generate code”.

Don’t give the code to anyone: whoever enters it gets into your account.

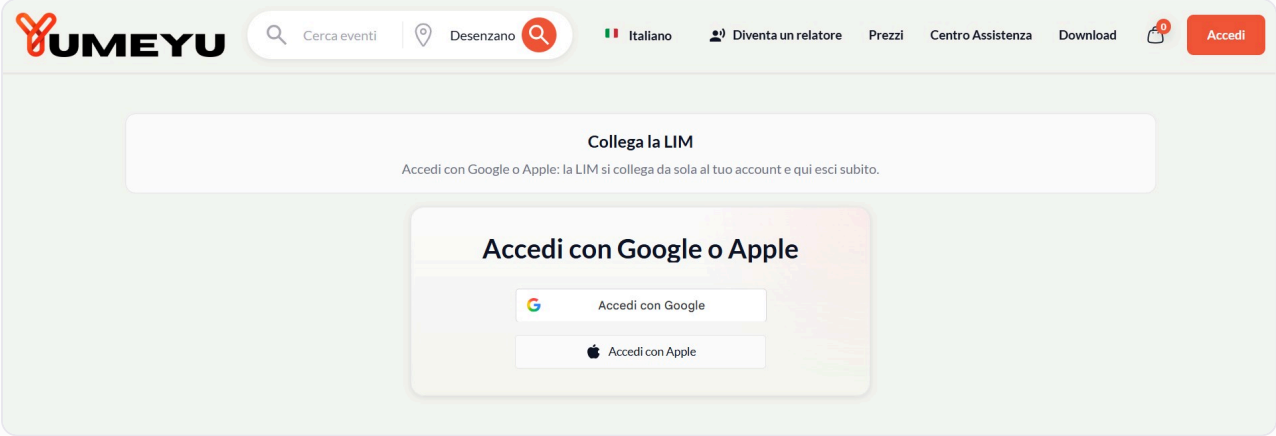


The Pairing code window on the Connected LIMs page

6.4 Option 3: sign in from the browser

On the LIM

On the LIM click “Sign in with Google”. The computer’s browser opens on the “Connect the LIM” page: sign in with Google or Apple. The LIM connects to your account by itself and you are signed out of the browser right away, so your profile is not left open on the computer in the room.



The Connect the LIM page open in the browser, with the Google and Apple buttons

6.5 Check your connected LIMs

On the website

On the “Connected LIMs” page of the website you see all the LIMs linked to your account and whether they are on. From here you can rename them, to tell the rooms apart, or disconnect them.

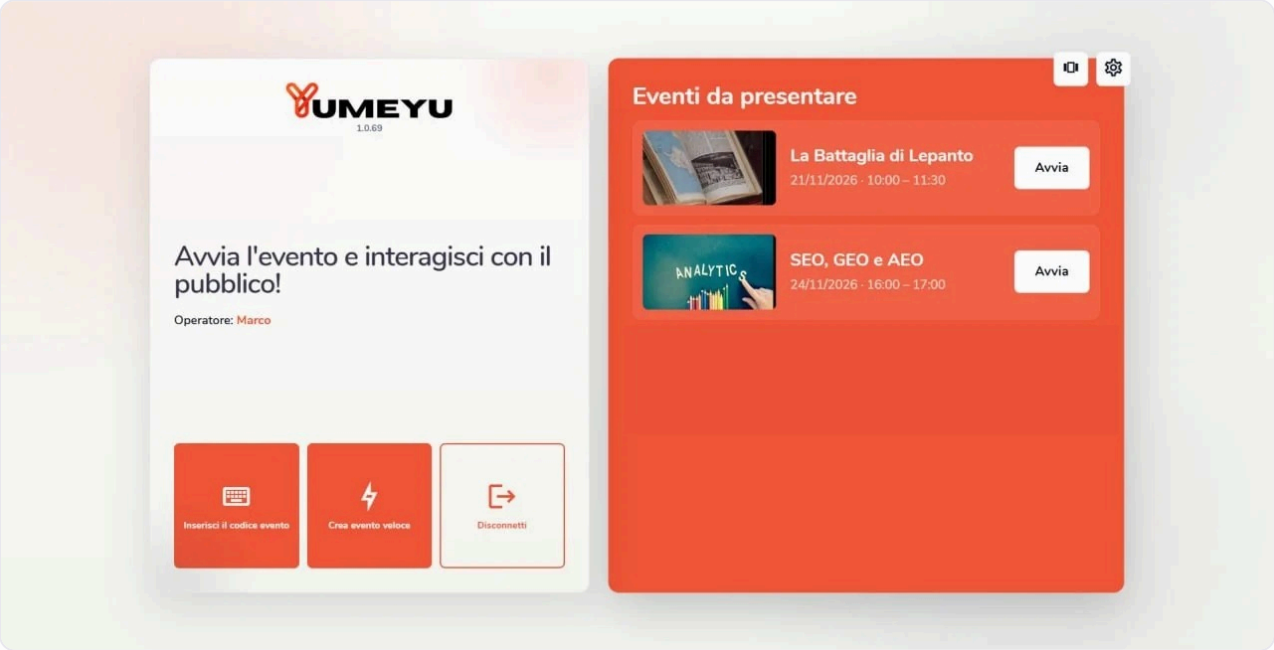
7 Start the event on the LIM

7.1 Choose the event

On the LIM

After you sign in, the LIM shows “Events to present”: your upcoming events and the ones where you are a speaker. Find the event and click “Start”. If you don’t see it, click “Enter the event code” and type the Event Code you find in “My events”.

> ⓘ Turn on the LIM before the start time: an event that has already begun may not appear in the list, and then it has to be opened with the event code.



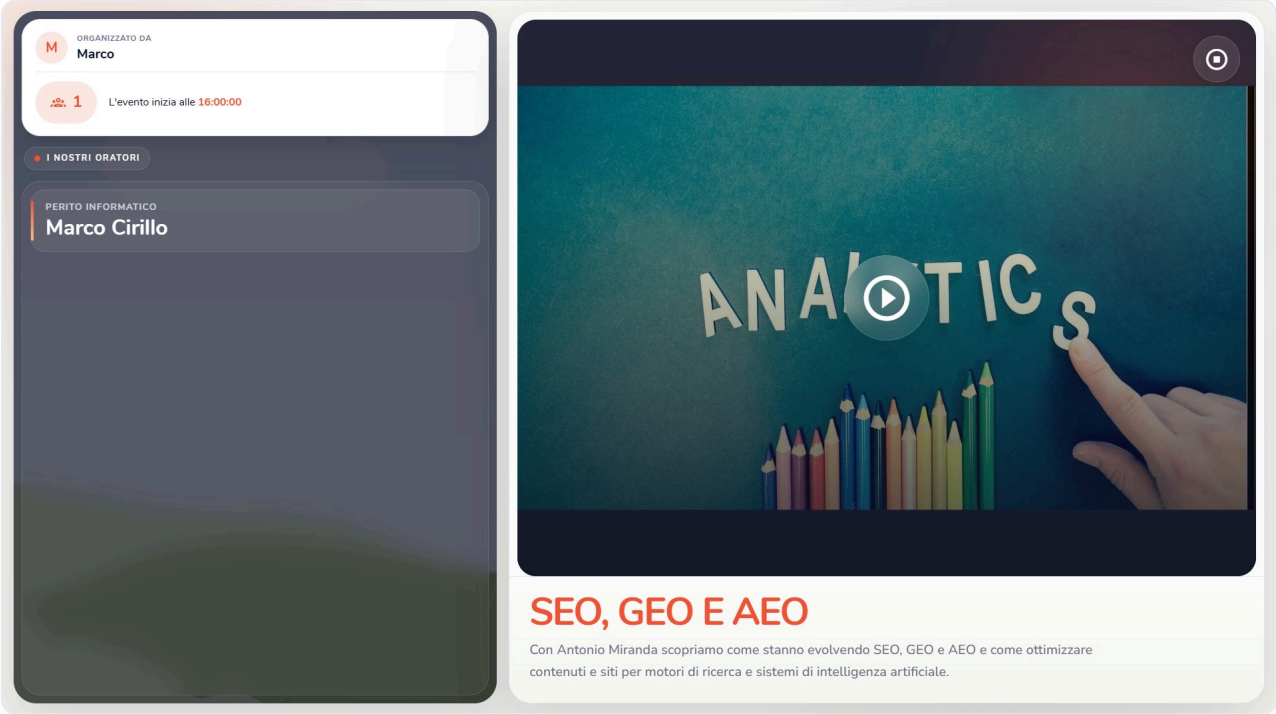
The LIM after sign-in: the Events to present list with the Start button

7.2 Leave the poster on screen while the audience arrives

On the LIM

The LIM shows the poster with the title, the speakers, the start time and how many people have already come in. In “Interactive Event Code” events the event’s QR code and the Event Code also appear: people with the app tap “Join” and scan the QR code, or type the code by hand.

When you are ready, press Play in the middle of the poster, or “Start presentation” on the remote control: the slides start. The Stop button at the top right closes the event.



The event poster on the LIM, with the speakers, the start time and the Play button

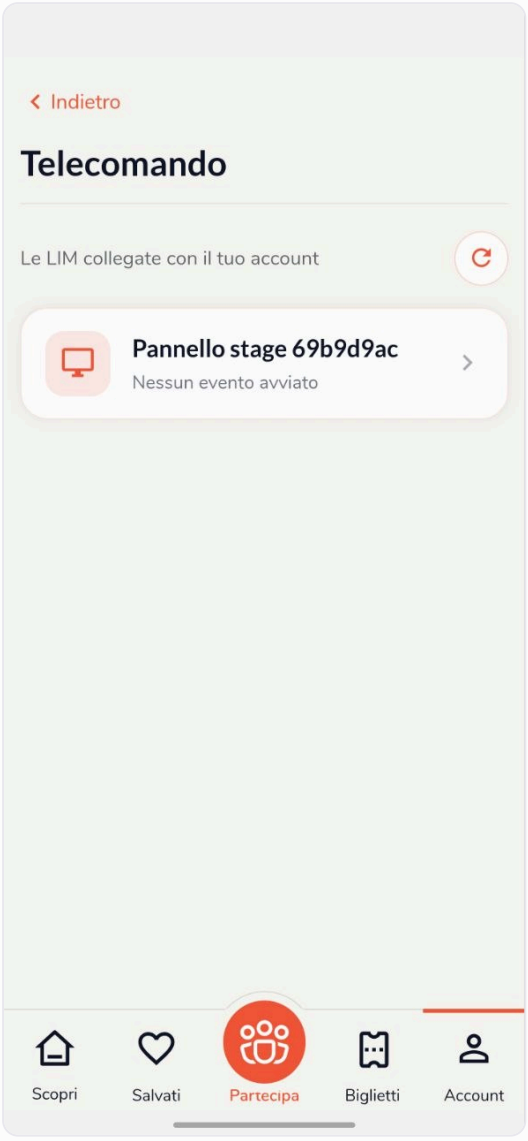
8 Use the remote control

Your phone becomes the LIM’s remote control: you change slides, open messages and send quizzes while moving around the room. You can use it from the app or from a web page; the features are the same.

8.1 The remote control in the app

In the app

Open the app, go to Account and tap “Remote control”. The app finds by itself the LIMs that are on and signed in with your account: no codes needed. If you have more than one, choose the one in the room you are in.

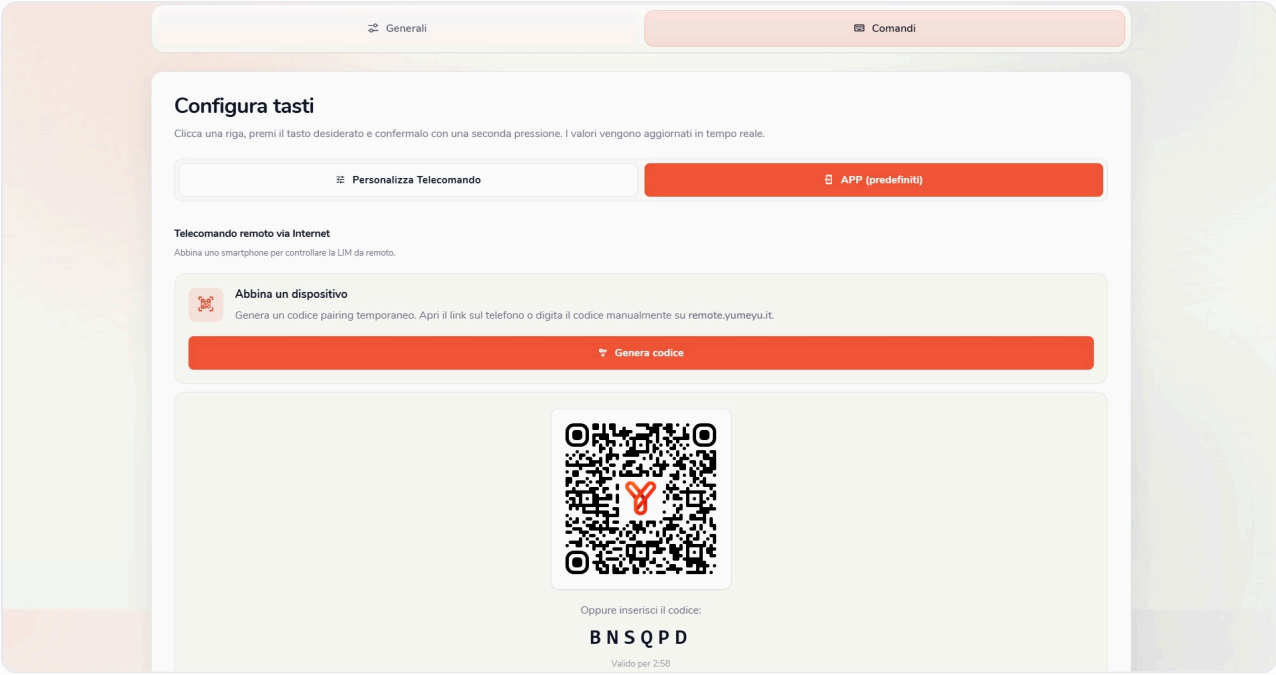


The remote control inside the YUMEYU app

8.2 The remote control from the browser

On the LIM

This is useful if someone else needs to hold the remote control. On the LIM open the settings with the gear icon, go to the “Commands” tab and, under “Remote control via Internet”, click “Generate code”: a QR code and a six-character code appear, valid for three minutes.



The LIM settings, Commands tab, with the remote control code

8.3 Pair your phone

On the website

With your phone, scan the QR code shown by the LIM, or open remote.yumeyu.it and type the code on the “Pair with LIM” screen. Pairing a new phone disconnects the previous one.



The Pair with LIM screen of the remote control on the phone

8.4 Start the presentation

In the app

As long as the LIM shows the poster, the remote control has only one button: “Start presentation”. Tap it when the audience is in and you are ready: the slides start on the LIM and all the controls appear on your phone.



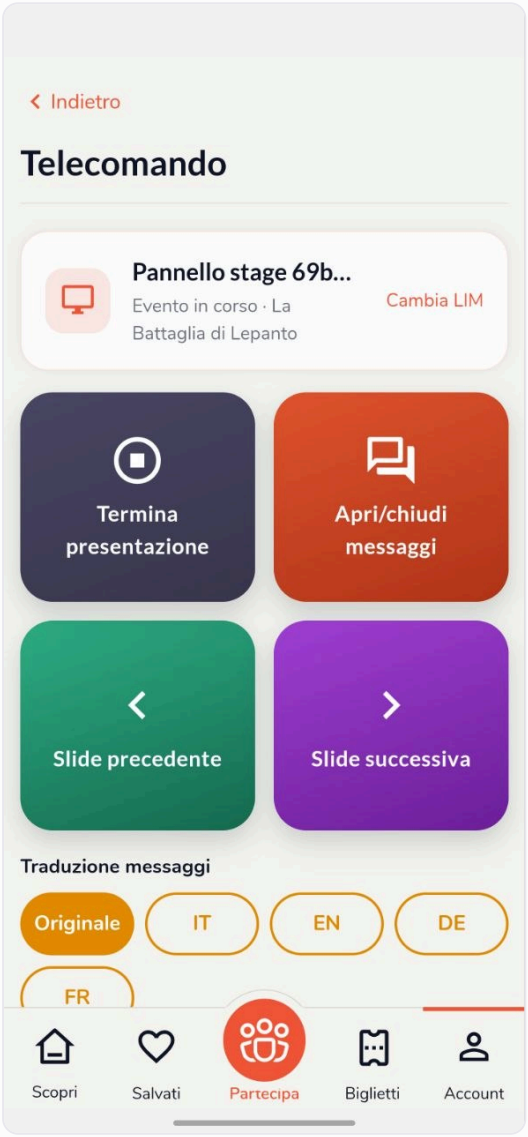
The remote control with only the Start presentation button, while the LIM shows the poster

8.5 What you can do from the remote control

In the app

- “Previous slide” and “Next slide”.
- “Open/close messages”: shows the audience’s messages on the LIM. With AI mode they come out in groups of five, and on the button you see how many are waiting.
- “Message translation”: shows messages in the original language or in Italian, English, German or French.
- “Quizzes and polls”: choose a quiz and tap “Send to attendees”. With “Stats on screen” you show the results to the whole room.
- “End presentation”: hold it for five seconds to close the event.

ⓘ Each quiz can be sent only once: that is why sending asks for a second tap to confirm.



The remote control buttons during the event

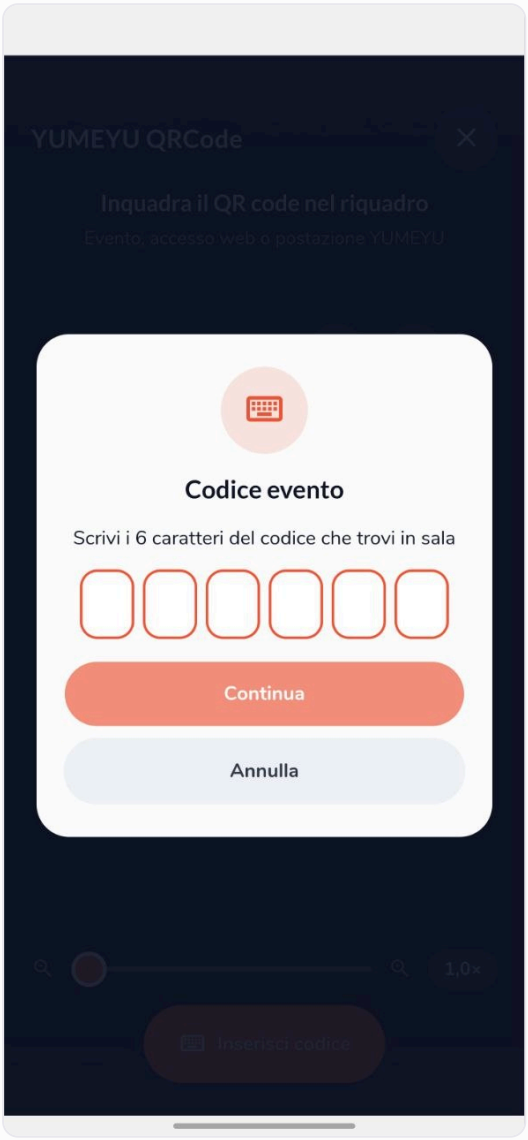
9 During the event

What happens in the room, seen from your side and from the audience's.

9.1 How the audience gets in

In the app

People in the room open the YUMEYU app, tap "Join" and scan the QR code on the poster, or tap "Enter code" and type the six characters of the Event Code. In ticketed events, the ticket is checked at the entrance with the reader.



The audience getting into the event from the app

9.2 What the audience can do

In the app

Once inside, each attendee sees the event page.

- “Wall post”: they write a question or a comment, with a photo if they like, and send it to the LIM.
- “Audio post”: they record a voice message, which arrives with its transcription.
- “Quiz”: they answer the quizzes and polls you send.
- “Documents”: they read the PDFs you have uploaded.
- Event chat, to talk with the other attendees.



The event page as the audience sees it, with Wall post, Audio post, Quiz and Documents

9.3 Messages on the LIM

On the LIM

When you want to make room for questions, tap “Open/close messages” on the remote control: the messages appear on the screen in the room. Tap it again to go back to the slides.

With AI mode they arrive by themselves. With the Jury, only the ones approved by the moderator appear; the moderator works from their own tablet or computer.

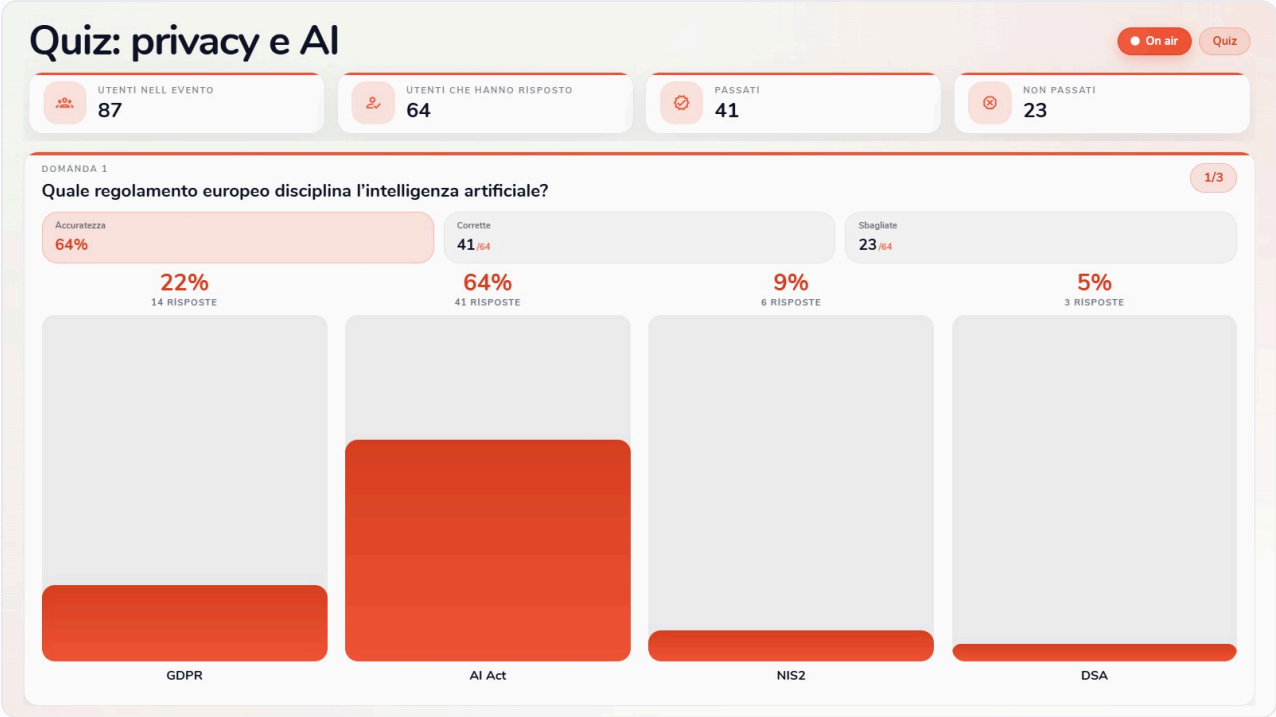


The audience’s messages shown on the LIM

9.4 Quizzes and polls in the room

On the LIM

Send the quiz from the remote control: the question appears right away on the attendees' phones. With "Stats on screen" you show everyone the answers as they come in; with "Remove stats from screen" you go back to the slides.



The results of a quiz shown on the LIM

9.5 Keep an eye on attendance

On the website

On the website, in the Home of your personal area, the "Events in progress" section shows how many people are present right now and updates by itself.

10 Close the event and look at the results

10.1 End the presentation

In the app

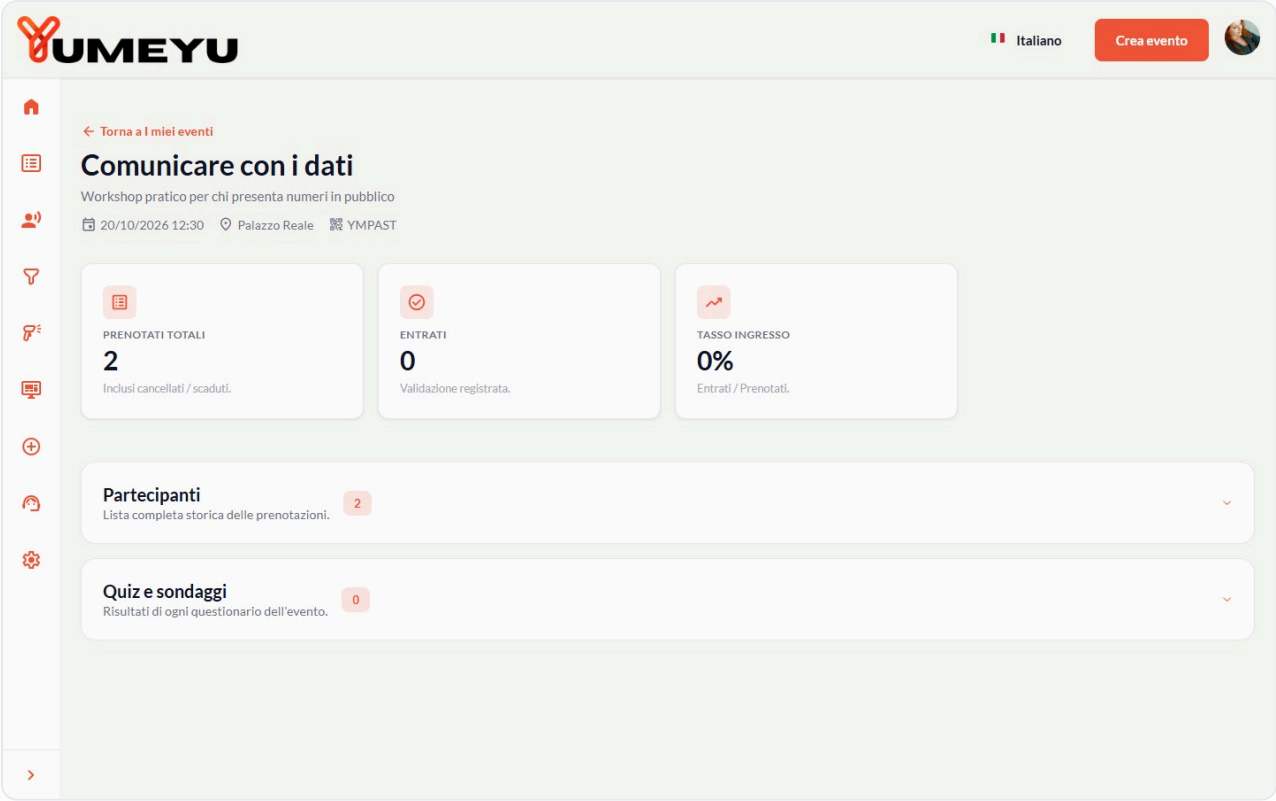
At the end of the event, hold "End presentation" on the remote control for five seconds, or press Stop on the LIM. The LIM goes back to the event list.

10.2 Open the statistics

On the website

In “My events” click the chart icon on the event’s row. You find how many people booked, how many came in and, if you sold tickets, the revenue.

- “Attendees”: the list of those who took part, with “Export CSV” to download it.
- “Quizzes & surveys”: the answers to each question and the ranking.
- “Certificates”: if you uploaded a template, certificates are issued automatically once the event has ended for those who came in. From here you can download them.



The statistics page of a finished event

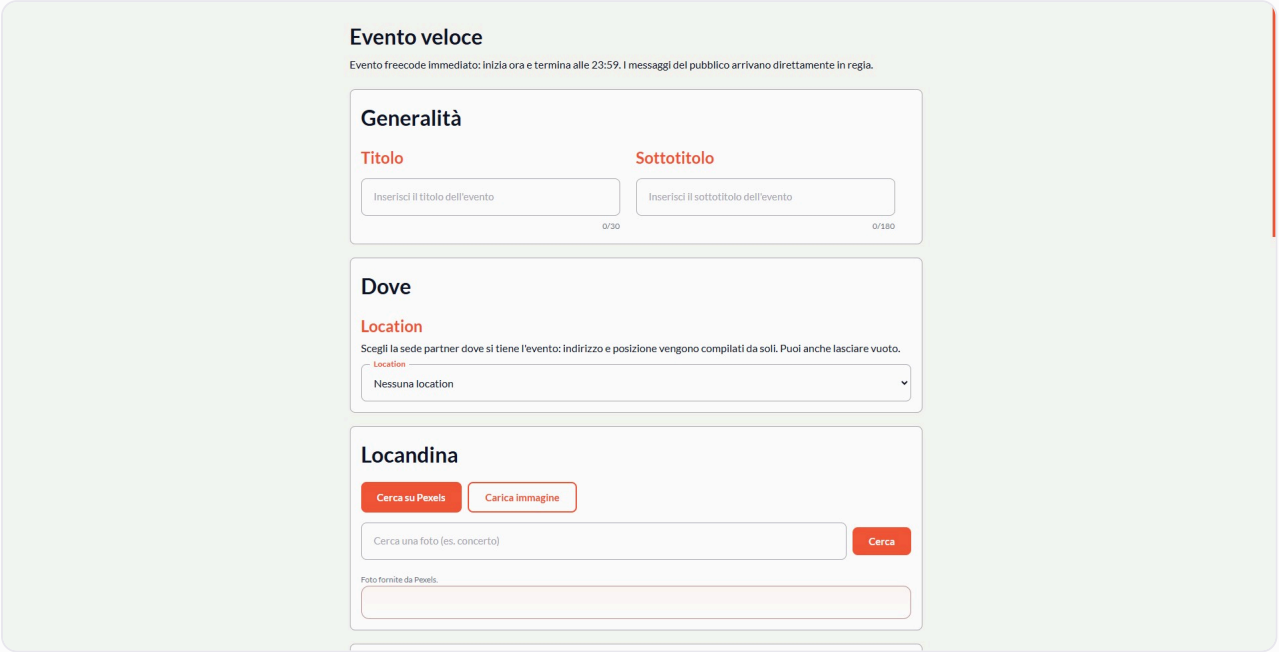
11 The shortcut: the quick event

Need to present right now and haven’t prepared anything on the website? You can create the event directly from the LIM.

11.1 Create the event from the LIM

On the LIM

In the LIM's event list click "Create quick event". You only need a title, a poster and the PDF of your slides: click "Create and start" and the event starts right away. It is free, people get in with the event code and it ends at 23:59 on the same day.



The Quick event page on the LIM

? If something goes wrong

▼ I can't see my event in the LIM's list

The LIM shows events that have not started yet, created by you or where you are a speaker. Check that you signed in with the same account you used to create the event. If the event has already started, click "Enter the event code" and type the Event Code.

▼ The audience can't get into the event

Check that the Event Code is the right one and that the event has AI mode on or a Jury device assigned: without one of the two, entry is refused.

▼ The remote control in the app can’t find the LIM

The app and the LIM must use the same account, and the LIM must be on and connected to the Internet. If someone else needs to use the remote control, use the browser one with the code generated by the LIM.

▼ I can’t save the event

Look at which sections are marked “To fill in” or “Needs fixing”. The most common cases: the slides are missing, the Studio presentation has not been published, no speaker is selected or the start date has already passed.

▼ I can’t select myself as a speaker

You need a profile photo: click “Upload a photo” in the section or add it from “Settings”.

▼ I can no longer edit the event

An event can only be edited up to its start time. The same goes for quizzes: once sent, they can no longer be changed.

▼ I can’t turn on paid tickets

You need a connected, active Stripe account and a VAT number: you enter them in “Settings”. You don’t need them for free tickets.

Ready to create your first event?

All you need is a poster, a title and your slides as a PDF.