

Smart ConnectSM Complete Guide for Hosts

Hosting a Smart ConnectSM event puts you at the center of meaningful connections between your Group and/or Alliance members. This guide covers everything you need to know: from creating your event to closing it out all in one place.

Creating the event

Choose the **Smart ConnectSM** option when you plan to run 5 or more 1:1 breakout sessions in an hour. This ensures members receive the right email notification, sets the right expectations, and makes your event searchable in Alignable's event discovery page and group carousel.

You do not need to include "Smart Connect" in your event title. Use a shorter, more compelling title that focuses on who attendees will meet or what they'll get.

Good examples: "Meet 1:1 with Women Business Owners" or "Meet a New Connection Every 7 Minutes."

Other hosting options:

Host your event on Alignable's video platform — Use for learn & network events, educational events, hybrid events, or networking events with fewer than 5 breakout sessions.

Before attendees arrive

If you want to test your audio, screenshare, or settings before the event starts, join more than 15 minutes before the scheduled start time. Once you click **Launch Event**, the event is open — test everything beforehand. You can also lock the meeting after launching and unlock it when you're ready to let people in.

Use the latest version of Chrome or Edge for the best hosting experience. Firefox and Safari work for attendees, but host from Chrome or Edge whenever possible.

Bringing the energy

Greet attendees with energy as they join — it sets the tone for the entire event. Playing upbeat background music is a great way to create an atmosphere. To share music, open your music source (YouTube, Spotify, etc.), share your screen, select the specific Chrome tab with the music, and click play to share the audio.

Ice breakers

Give attendees an ice breaker question before each breakout session to help them ease into conversation. When they return to the main room, ask 1 or 2 attendees to share their answer — this keeps energy up between rounds. Browse ice breaker ideas here.

Troubleshooting during the event

If an attendee appears offline or can't get in — ask them to refresh their browser. If that doesn't help, direct them to the [Troubleshooting a Smart Connect Event](#) article.

If the breakout room button doesn't move people into sessions — wait a few seconds. The server will catch up on its own. Use the moment to repeat your ice breaker question.

If screenshare isn't working — check that your browser has permission to record your screen. On a Mac using macOS Sequoia 10.15 or later: go to **System Preferences** → **Security & Privacy** → **Privacy** → **Screen Recording** and check the box for Chrome or Firefox.

Handling account sharing

If you suspect an attendee is joining on someone else's behalf, you're not required to confront them publicly. Use your judgment during the event. Afterward, report the incident via the report form or from their profile, and remove them from the Smart Connect. Do not approve future registrations from the same account if the pattern continues. Account sharing violates Alignable's Terms of Service.

Cancellations and rescheduling

If you need to cancel or reschedule, do so at least 24 hours in advance and send an event announcement so registrants are notified.

Closing the event

Leave 3 to 5 minutes at the end to thank attendees, invite them to your next event, and share reminders about your group or Alliance. When you're ready to end, click the red **End Event** button — do not just close your browser tab. Clicking End Event takes you and all attendees to a post-event page showing everyone they met in a breakout session.

Remind attendees that Smart ConnectSM events run across Alignable continuously. During networking week, you may see brand new members joining — take a moment to tell them what your community is all about.