SIGNIVENT

Agenda sources and API access

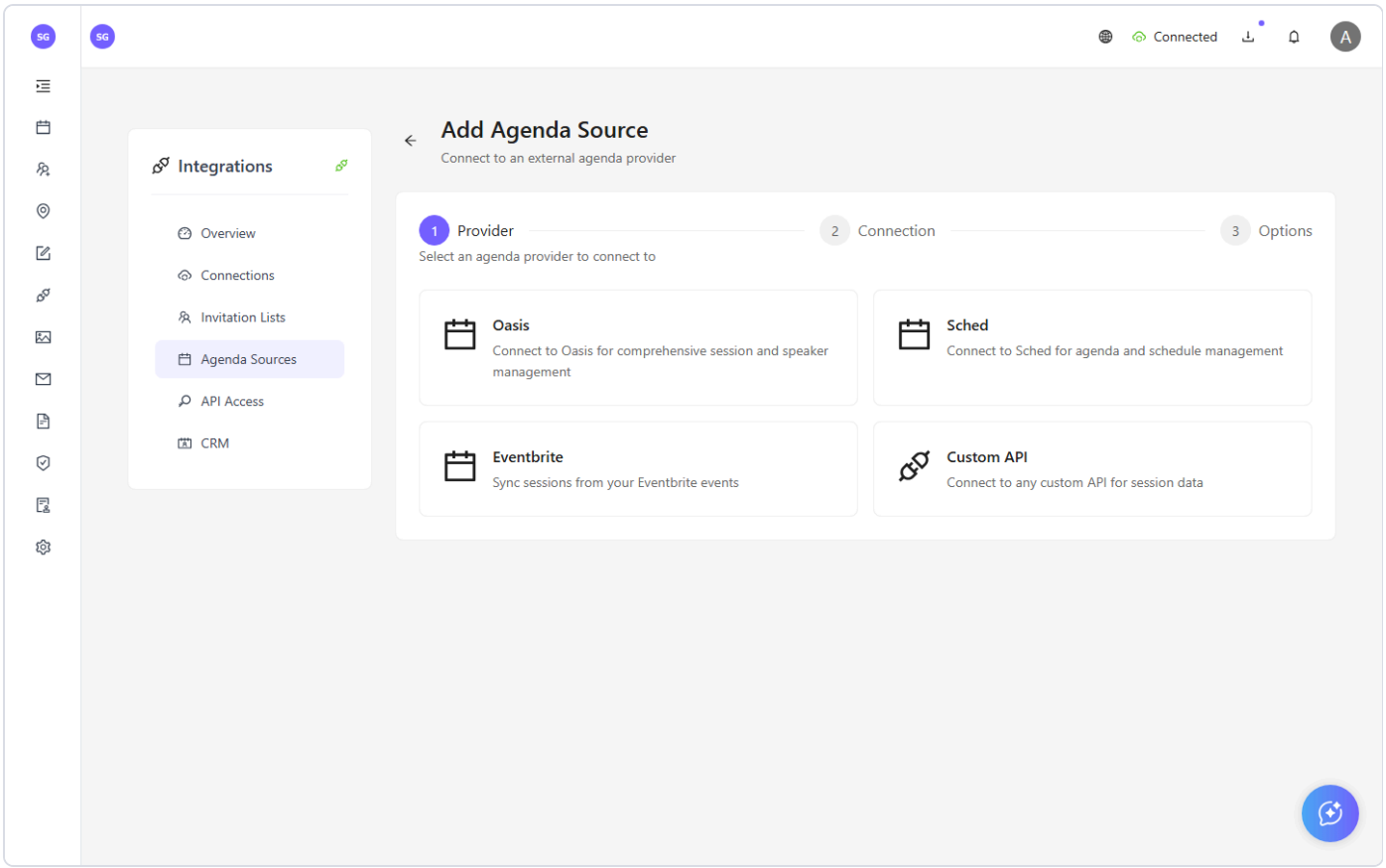
Signivent · Last updated October 26, 2026

Two pages under **Integrations** connect Signivent with other software. **Agenda Sources** pulls sessions, speakers, rooms and tracks from an agenda tool. **API Access** holds the API keys your own systems use to call Signivent, and the webhooks that tell those systems when something changes.

Add an agenda source

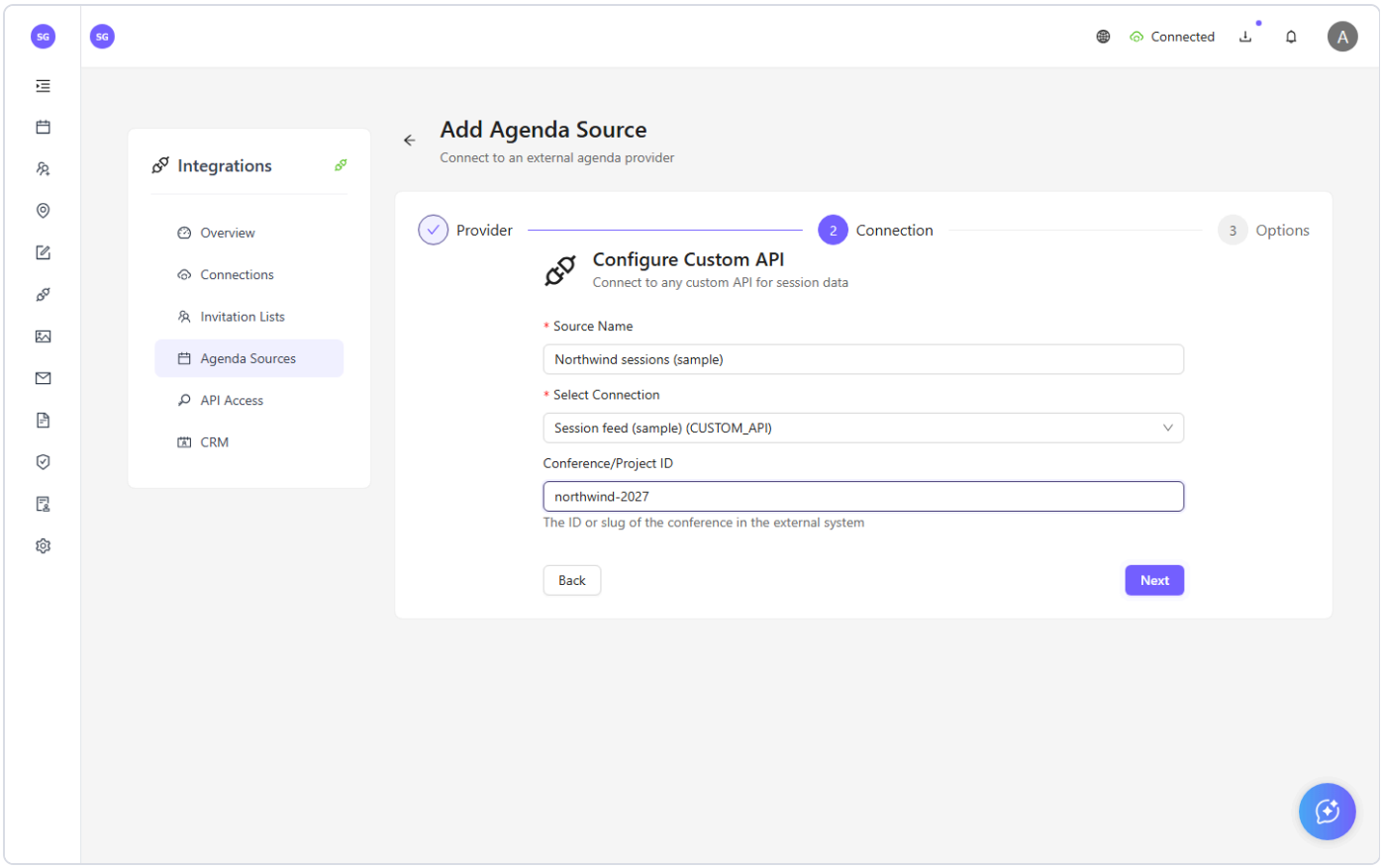
An agenda source always uses a connection to the provider, so set that up first.

1. **Create the connection.** Go to **Integrations** > **Connections** > **Add Connection**, pick the agenda provider (Oasis, Sched, Eventbrite or Custom API), enter its details and save it. See Integrations: connections, CRM and Salesforce.
2. Go to **Integrations** > **Agenda Sources** and click **Add Source**.
3. **Provider.** Choose **Oasis**, **Sched**, **Eventbrite** or **Custom API** and click **Next**.



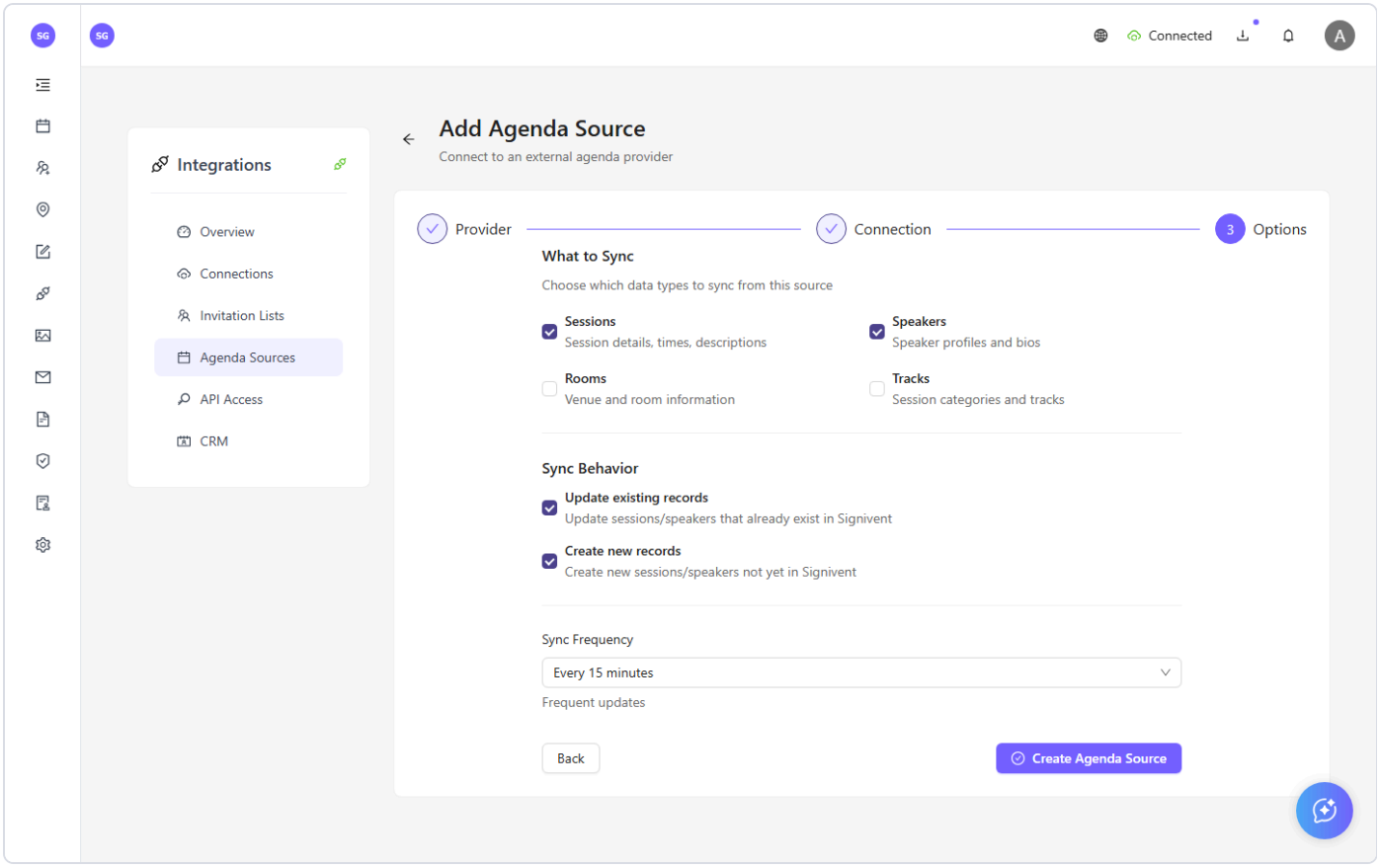
Add Agenda Source, step 1: the four agenda providers

4. **Connection.** Enter a **Source Name**, pick the connection from step 1 under **Select Connection**, and enter the **Conference/Project ID** (the ID or slug of the conference in the other system). Click **Next**.



Step 2: source name, the connection to use and the conference ID

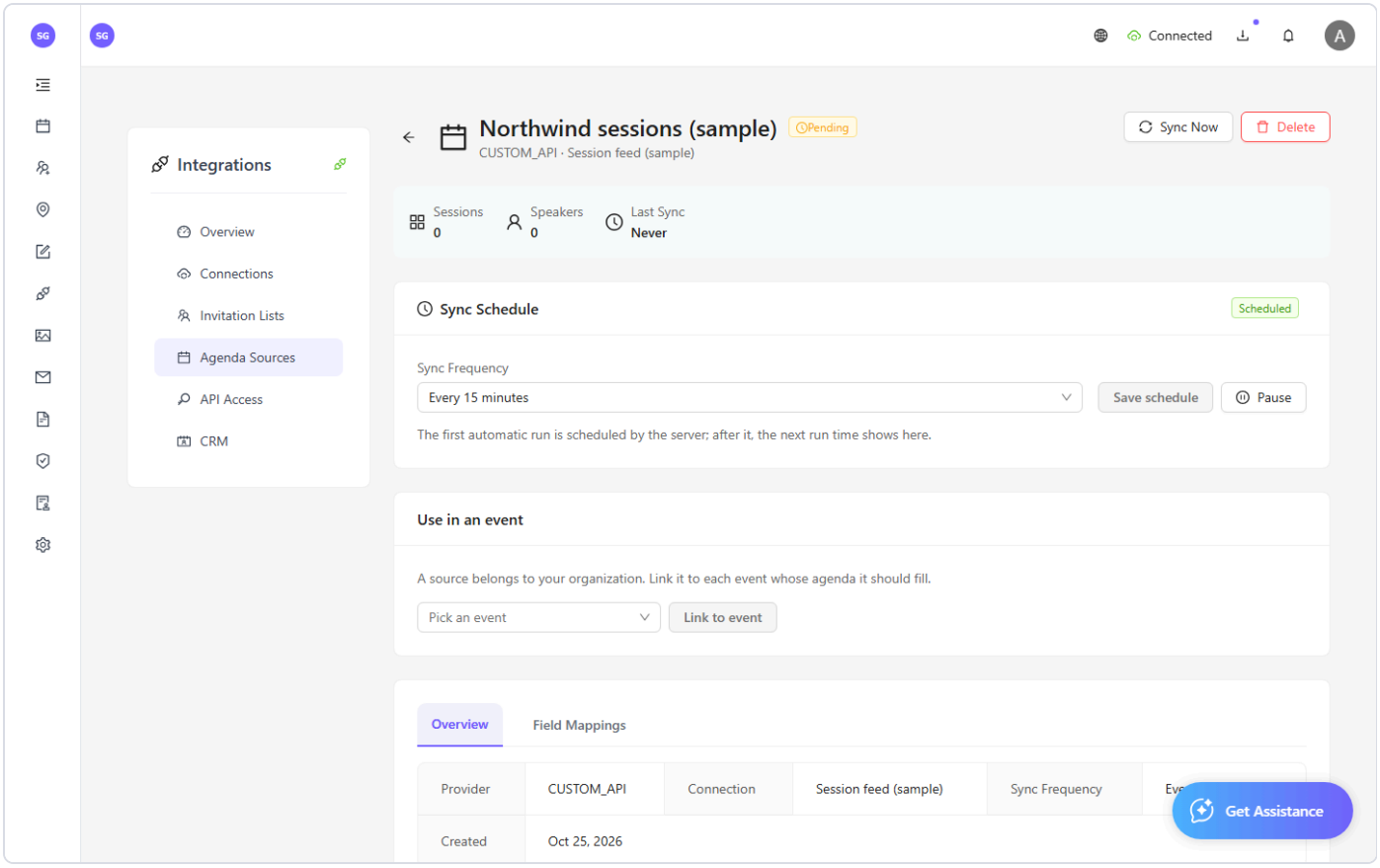
5. **Options.** Under **What to Sync**, tick **Sessions**, **Speakers**, **Rooms** and **Tracks** as needed. Under **Sync Behavior**, choose whether to **Update existing records** and **Create new records**. Pick a **Sync Frequency**.
6. Click **Create Agenda Source**. Its page opens.
7. A source belongs to your organization, not to one event. To fill an event's agenda from it, go to **Use in an event** on the source's page, pick the event and click **Link to event**. Link it to each event that should use it.



Step 3: what to sync, sync behavior and sync frequency

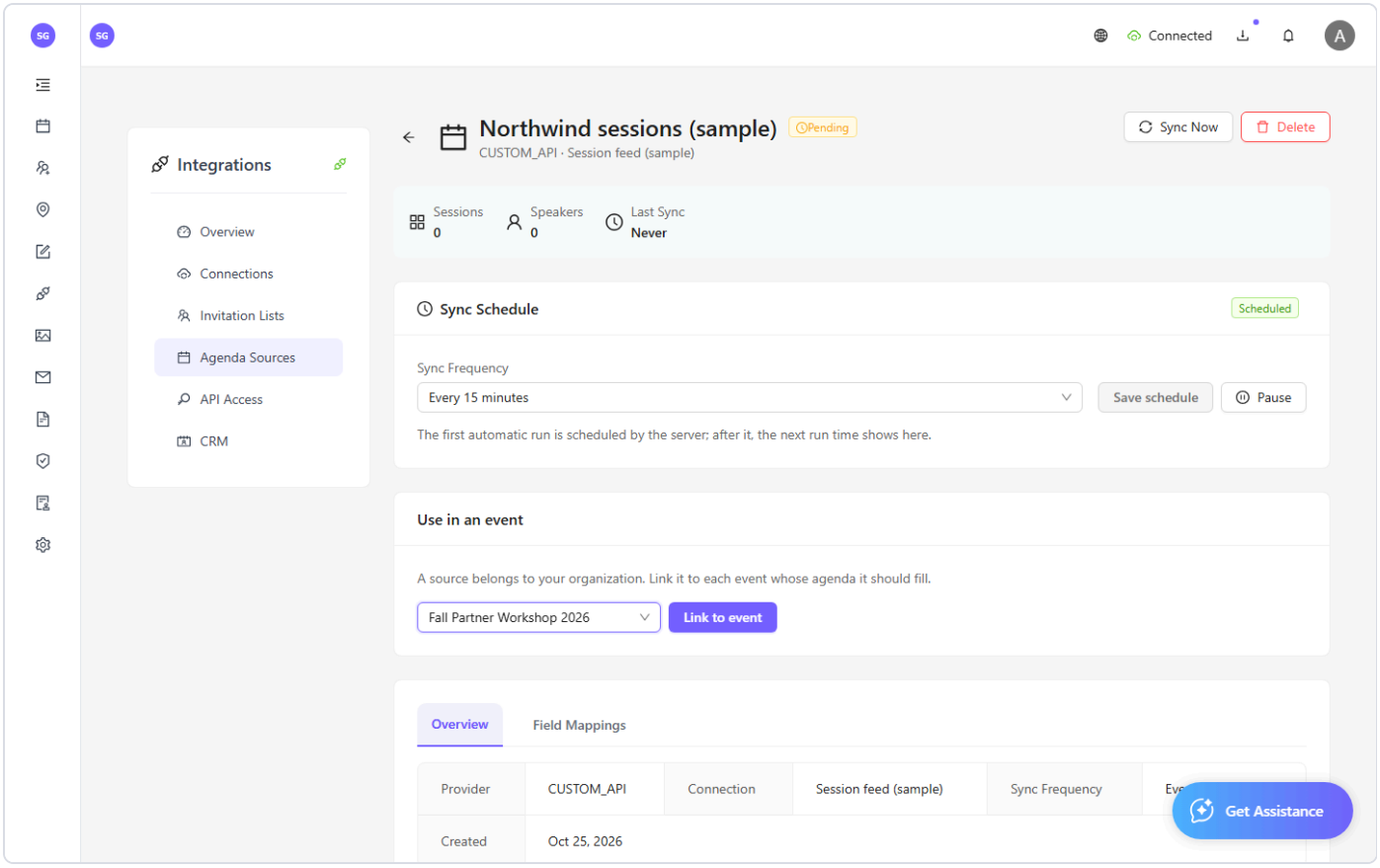
Run and schedule an agenda source

The source's page shows how many sessions and speakers came in and when it last synced.



An agenda source's page: session and speaker counts, last sync, the sync schedule and the sync options

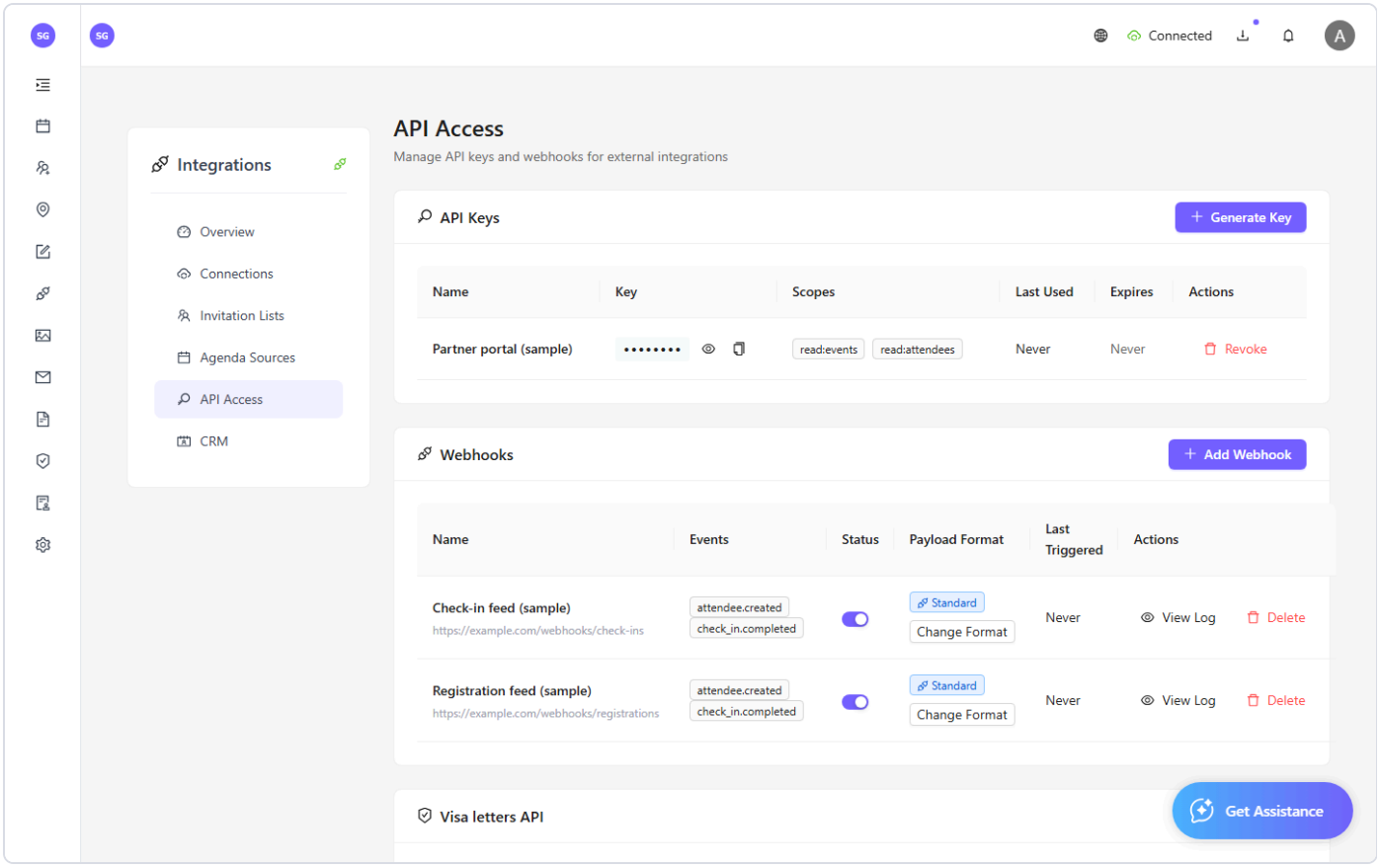
1. Click **Sync Now** to pull the agenda straight away.
2. To change how often it syncs, choose a **Sync Frequency** under **Sync Schedule** (from every few minutes to weekly) and click **Save schedule**. **Manual** means it syncs only when you press Sync Now.
3. The **Field Mappings** tab controls which fields from the provider fill which session and speaker fields.
4. **Delete** removes the source.



Use in an event: an event picked, ready for Link to event

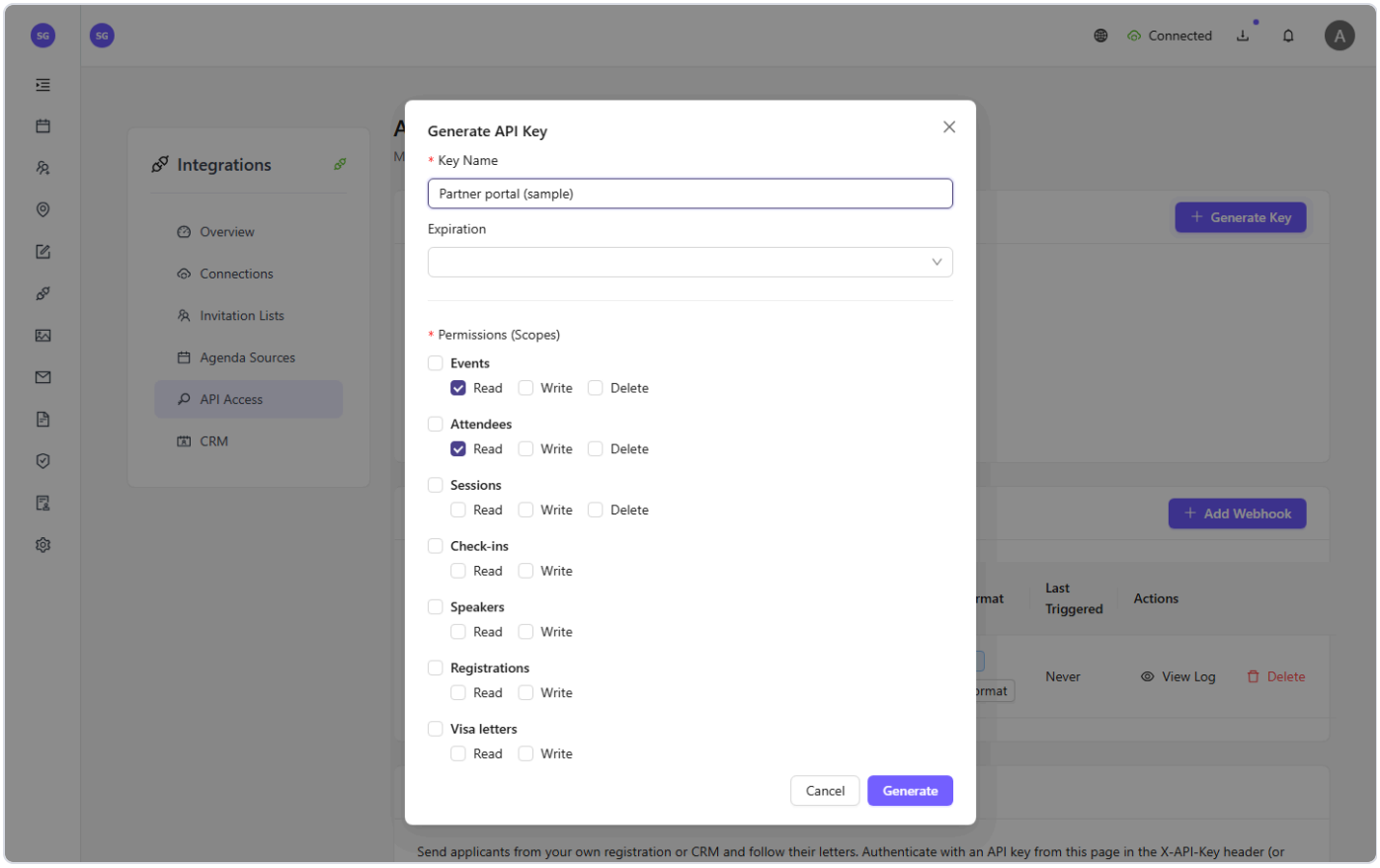
API keys

Integrations > **API Access** lists your API keys and webhooks.



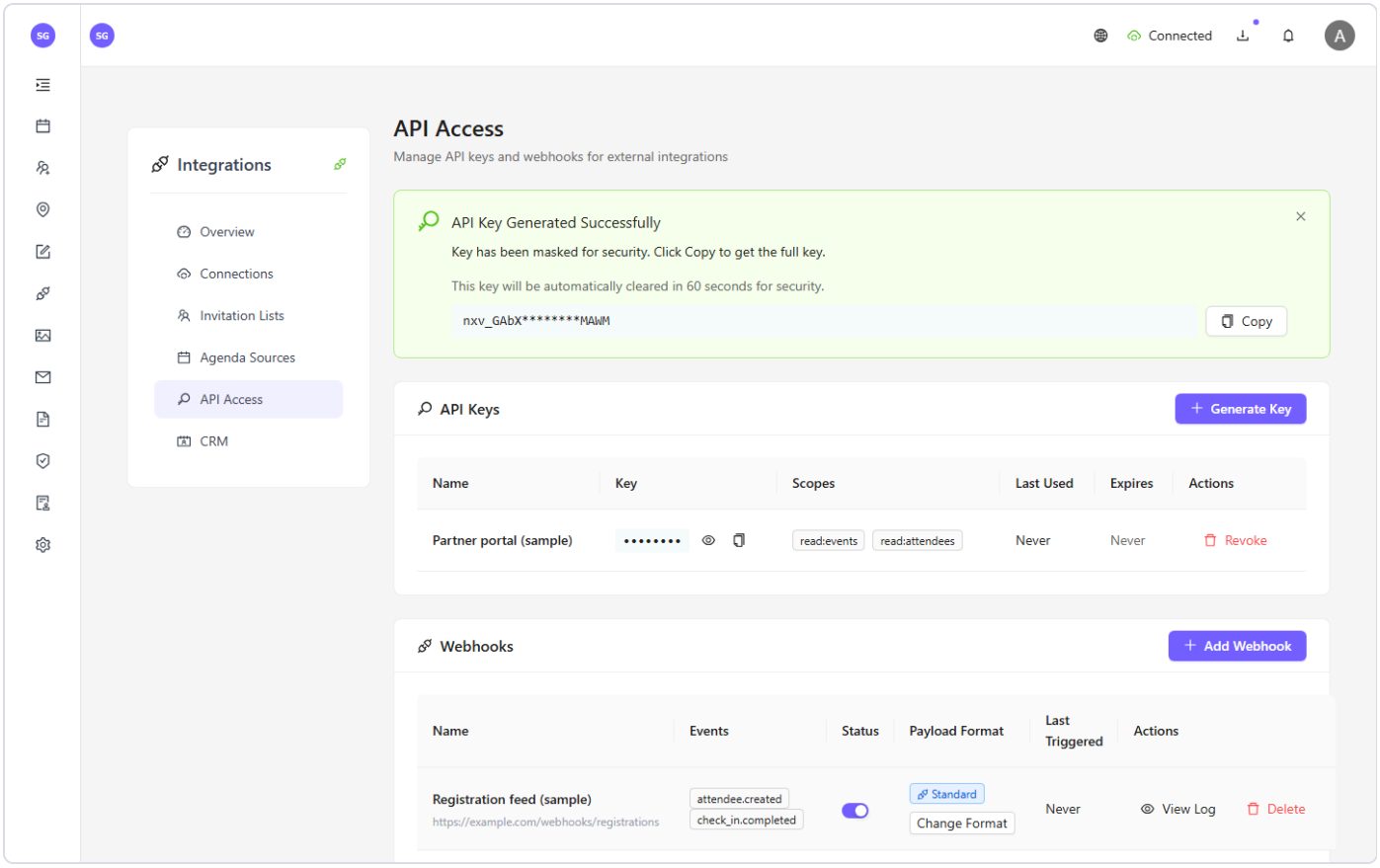
API Access: API keys, webhooks and the Visa letters API reference

To create a key, click **Generate Key**, enter a **Key Name**, choose an optional **Expiration**, and tick the **Permissions (Scopes)** the key needs: Read, Write or Delete for Events, Attendees and Sessions, and Read or Write for Check-ins, Speakers, Registrations and Visa letters. Give each key only the permissions its system needs.



Generate API Key: name, expiration and permission scopes

Click **Generate**. The page shows the new key once, under **API Key Generated Successfully**. Click **Copy** and store it somewhere safe: after a short time the key is masked, and it can't be shown again.



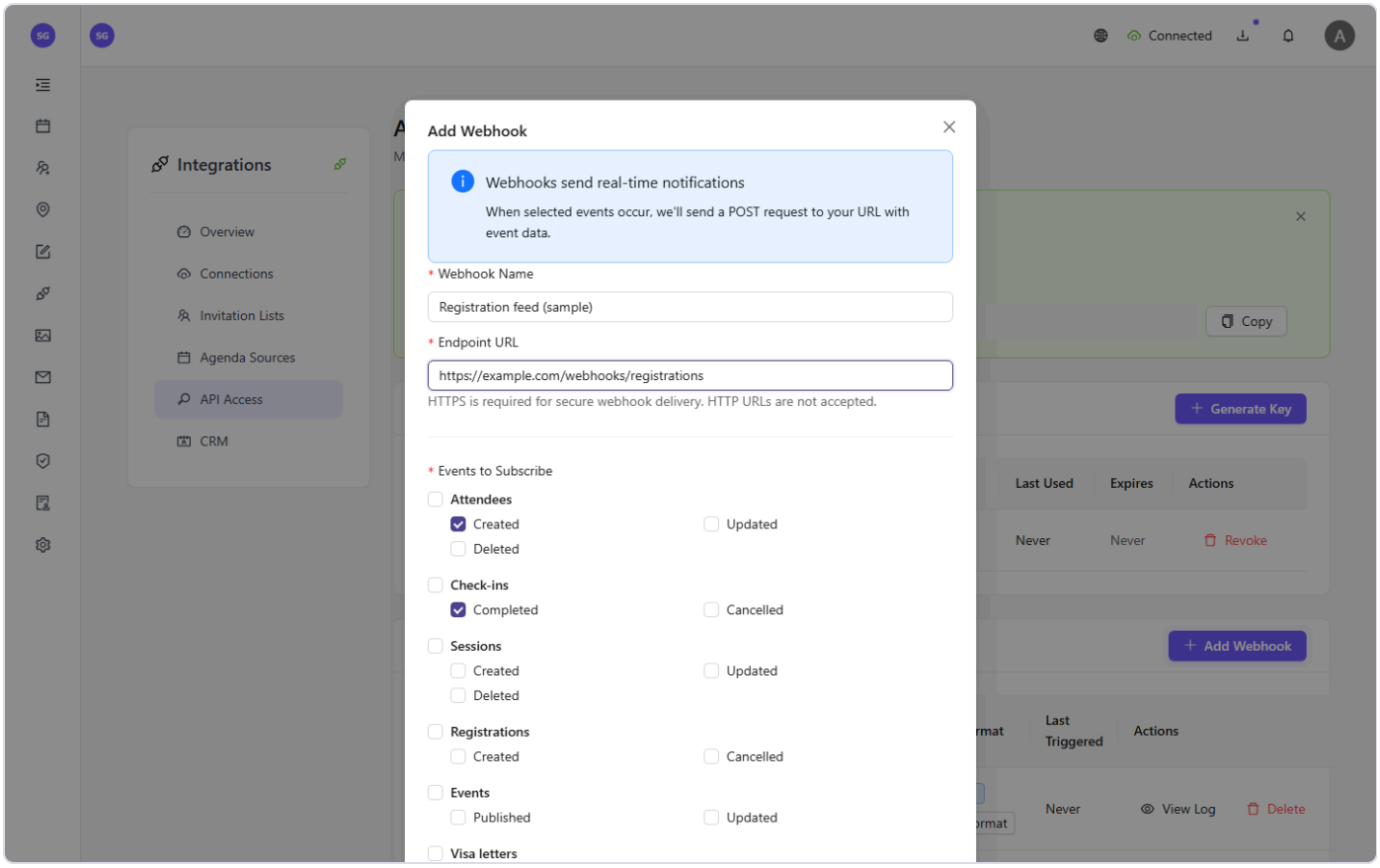
API Key Generated Successfully, after the key was masked: Copy still copies the full key

Systems send the key in the `X-API-Key` header (or as `Authorization: Bearer <key>`). The **Visa letters API** section on the same page documents the visa endpoints; see the Visa Letter Management Guide.

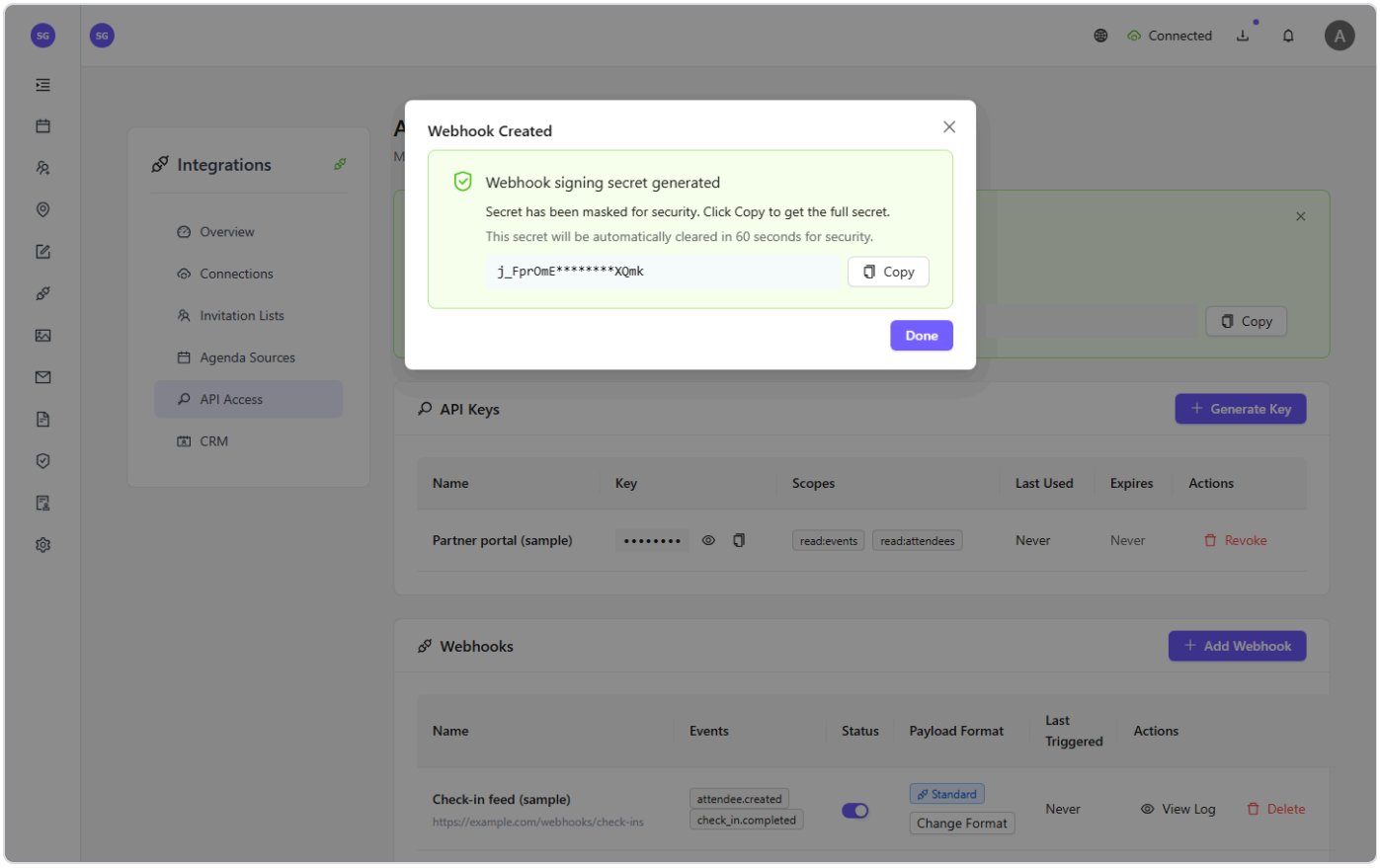
Webhooks

A webhook sends a POST request to your server when something happens in Signivent.

1. Click **Add Webhook**.
2. Enter a **Webhook Name** and the **Endpoint URL**. The URL must start with `https://`.
3. Under **Events to Subscribe**, tick what should trigger it: attendees created, updated or deleted; check-ins completed or cancelled; sessions created, updated or deleted; registrations created or cancelled; events published or updated; and visa letter state changes. **Attendees Created** and **Check-ins Completed** are ticked to start with.
4. Click **Create Webhook**. The **Webhook Created** dialog shows the webhook's signing secret once. Copy it now: your server uses it to check that each delivery came from Signivent, and it can't be shown again.



Add Webhook: name, HTTPS endpoint and the events to subscribe to



Webhook Created: the signing secret, masked after a short time, with Copy

The **Payload Format** column sets the shape of each delivery: **Standard**, **Zapier**, **Make**, **Slack** or **Custom**. Click **Change Format** to switch. A custom payload can start from a template you keep under Marketplace > Webhook Templates.

Each webhook in the list shows its events, an on/off switch, when it last fired, **View Log** (the delivery log, with **Refresh**) and **Delete** (asks "Delete this webhook?" first).

Who can do this

Organization admins can add agenda sources, keys and webhooks. Treat API keys and webhook secrets like passwords.

Troubleshooting

You see	Why	Fix
"No Sched connections available" (or Oasis, Eventbrite, Custom API)	The agenda source needs a connection to that provider first	Click **Add one first**, create the connection, then come back
"HTTP URLs are not accepted"	Webhooks only deliver to HTTPS	Use an `https://` endpoint

You see	Why	Fix
You closed the Webhook Created dialog before copying the secret	The secret is shown only once	Delete the webhook and create it again to get a new secret