Review Before You View
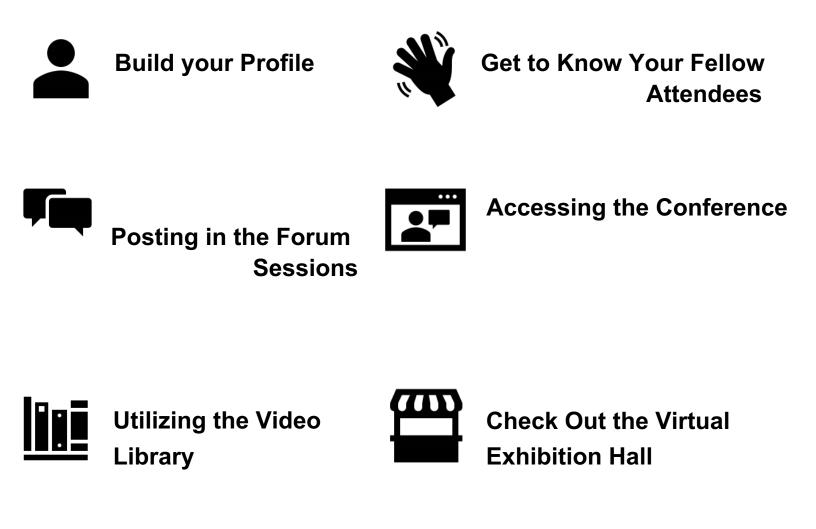
Your Virtual Conference Platform Guide:

Check out the Table of Contents below to see what is contained in this guide!

Build your Profile

Once you've registered for the event, sign into the homepage to build your personal event profile!

- To do this, click on the Event Profile button in the top left corner of the homepage to access the member hub.
- Under the large Forum Posts button, select Profile.
- Right above your name and general avatar, click on the three vertical dots to make your profile public.
- Now you can add a profile picture, write a short bio in the About Section, and even add additional pictures and videos!

Get creative! Share some fun facts about yourself or some of your favorite pictures you've taken with your afterschool program. This helps other attendees get to know you better and can prompt some fun conversations!

Get to Know Your Fellow Attendees

Making your event profile public also includes you in the event directory.

- The event directory allows you to view the other attendee profiles and search for some familiar names and faces.

- To access the directory from the homepage, click on the Event Profile button in the top left corner to view your member hub.

- Under the large Forum Posts button, select directory.

- From here you can view, follow, and chat with other attendees!

Try starting a personal or group chat with your fellow attendees! There are 2 ways you can start a chat:

- Click on the Members Chat box located in the bottom right corner of the webpage. This bar should be visible from any page on the website! Once the chat box is expanded, click on + New Chat and select the member(s) that you want to chat with.

- Go to the event directory. Here, you will see everyone's public profiles. Next to the Follow button, click on the chat symbol. Your chat box at the lower right corner should expand with the attendee's name at the top.

Note: This method is best for starting one-on-one chats with other attendees.

- Troubleshooting: If you do not see the Members Chat box in the button right corner of your webpage, try clearing your recent cookies and cache, reload the page, and your chat box should appear. Alternatively, if you try logging in on a different browser the chat box should appear.

Engaging in the forum!

- Don't be afraid to like, comment, and even make your own posts in the event forum. As you engage in discussions in the forum, you're also learning more about and from your fellow attendees.

Posting in the Forum

Posting in the forum can be a great way to ask questions, continue a conversation from a session, or get to know your fellow attendees.

- To access the event forum, click on the Event Profile button in the top left corner of the webpage.

- Click on the large button labeled Forum Posts. From here, you can see current discussion and question threads as well as the option to post your own discussion or ask a question.

- Within the forum, you can comment and like discussion threads, as well as respond and like individual comments in those threads.

You can also keep track of the discussions and questions you've posted in the forum through your member hub!

- Click on the Event Profile button in the top left corner.

- Under the large Forum Posts button, select Forum Posts from your member hub menu. Here, you can quickly see and keep track of the discussions and questions you have posted in the forum.

- Additionally, above the About Section in your member profile, you can see how many likes, comments, and best answers you've received!

Accessing the Conference Sessions

You can access all conference sessions, including plenaries, keynotes, and workshops, through the event schedule!

- Click on the Event Schedule tab on the top webpage bar. Here, you will see an overview of the conference program and schedule.

- To join any of the listed sessions, make sure that you are logged into your event profile and simply click on the title of the session you'd like to attend!

Utilizing the Video Library

The video library is a collection of on-demand video content. The library will include pre-recorded sessions as well as interesting [insert some other types of content you've curated]

- You can access the video library by clicking on the Video Library tab located on the top webpage bar.

Check Out the Virtual Exhibition Hall

Like any good conference, our event features an exhibition hall!

- To access the exhibition hall and view exhibitor content, click on the Exhibition Hall tab located on the top webpage bar. Click on the featured logo or name of the exhibitor to view their booth and explore their content.

Exploring the STEM Expo

The virtual lounge is an interactive platform that allows you to explore a virtual room.

- To navigate throughout the virtual lounge room, click and drag your mouse to change your 360° view of the room.

- When you look around the room, you will see hotspots light up on the floor that look like expanding circles.

- Click on the circle to navigate to that part of the room. These hotspots are tied to features of the lounge, such as a video, personal introduction, or document.

- They can be free standing in the room, located on a wall, or situated on a piece of furniture so click on those features to view them!

You can find the STEM Expo by clicking on the STEM Expo tab located on the top webpage bar.