Quick Guide

Prior to Event

- Login to the platform via SSO
- Complete the onboarding
    - Make sure to test your camera and microphone as part of the onboarding

Day of Your Session

30 minutes before you are scheduled to participate in live Q & A make sure you do the following:

- Use the magnifying glass icon in the top right to search for your session name OR click into the agenda and find the date/time of your session (favorite it to add it to your My Agenda)
- Click into your session and watch your session and questions that are being submitted during the session
- At the end of the presentation mark yourself as available and go live
- Answer attendee questions vocally with your camera and microphone. You can also reply via text.
- Hide any questions that you feel are inappropriate
- Disconnect from video feed or mark yourself unavailable when you're done

Q & A Tab

Live chat **Q & A** Notes Polls

You are a presenter on this session. You may answer questions as they appear below.

Have a question?
Ask it during the session presentation!

Ask your question

View just my responses

Question!

Lauren P.
5/24/21 10:36am

1 Vote

⌃ Hide Responses

Answered by: Vanessa C
5/24/21 10:36am

Answer :)

Hide question   **Add response**

1. In the **Q & A** tab on the right-side panel , you will see a blue box at the top reading "*You are a presenter on this session. You may answer questions as they appear below.*"
2. Submitted questions will display in real time
3. Questions asked are publicly viewed by any attendee in this session
4. Questions can be voted up by attendees to indicate its popularity. Questions with the most votes will rise to the top of the list

Q & A Tab – Text Responding

Have a question?

Ask it during the session presentation!

[   ]

Ask Your Question

View just my responses

I have some questions!

Reagan W.
11/18/20 1:17pm

2 Votes

∧ Hide Responses

Answered by: Brittney F
11/18/20 2:36pm

Thanks for asking. We're happy to answer your questions.

In addition to going live and verbally answering attendee questions that have been submitted, you can also type a response

1. The response appears under the question
2. Anyone in the session is able to view the responses
3. Attendees can filter to view only responses to questions they asked
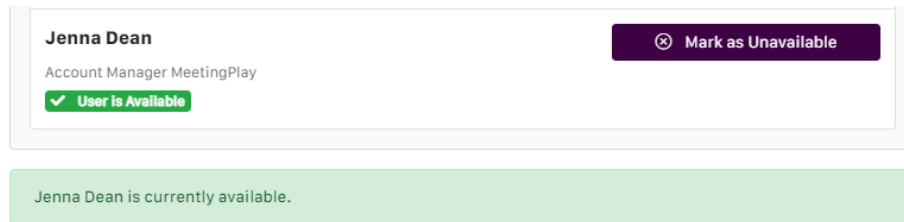
Marking Yourself Available
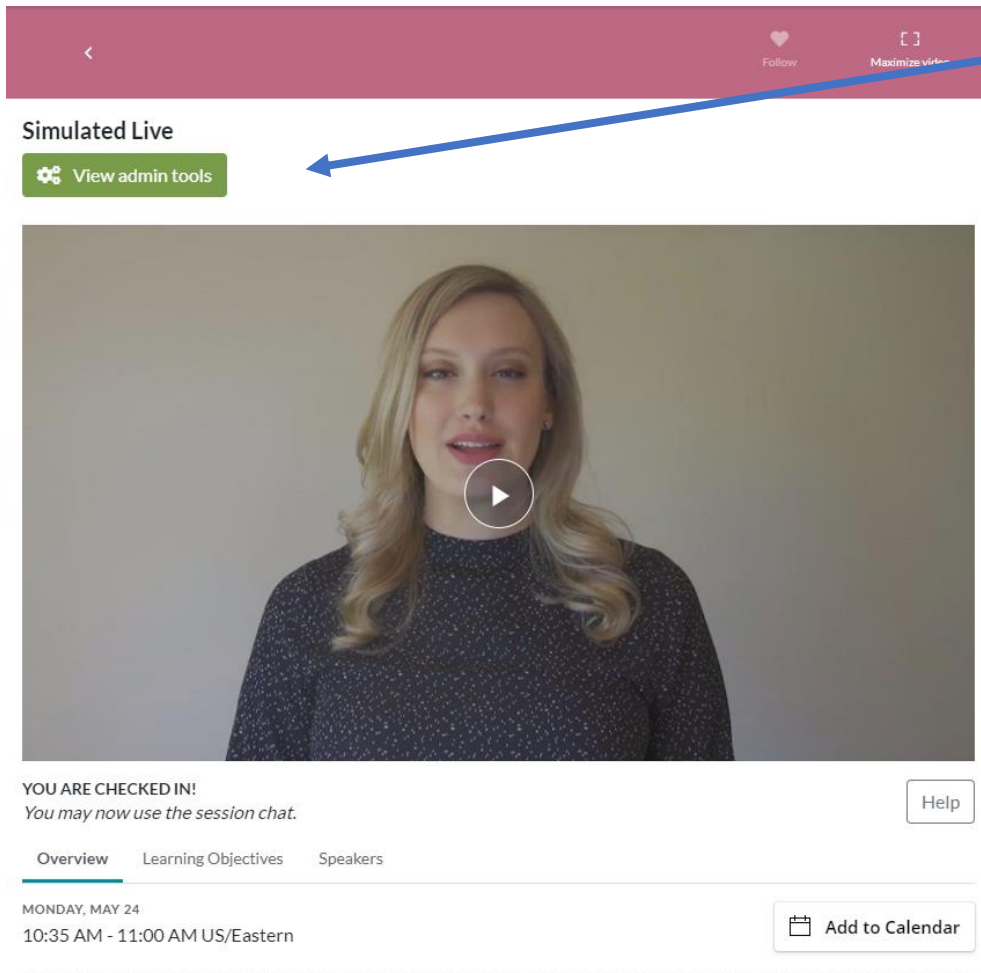
1. At the end of the session, click the **View admin tools button**
2. Click the **Presenter availability** tab, find your name and **Mark as Available** to let attendees know you are present to provide answers to their questions
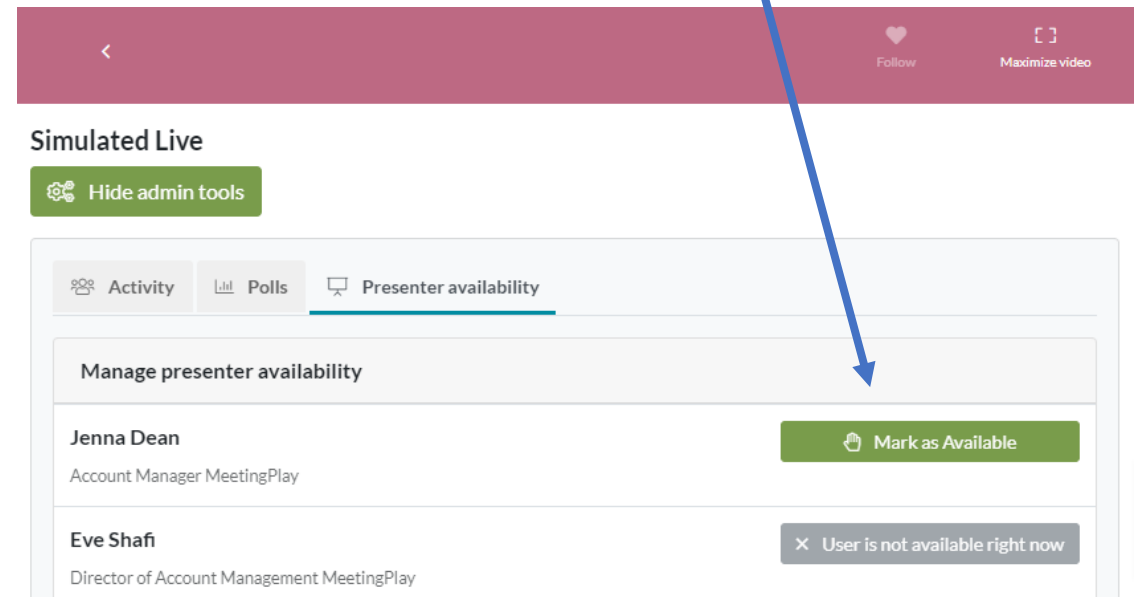
Go Live and Answer Questions

- Once you mark yourself as available, attendees will see you as such

- Click the Stream Audio & Video Live button that will appear above the right panel tabs. Once clicked you will appear to attendees (and have audio capabilities)

- Once Q &A is over, click **Stop streaming audio & video** to disconnect and mark yourself as unavailable in the Presenter availability tab