1. Joining the Event
Attendee Joins

Choose the option you plan to join with:
- If joining through Web Browser be sure to have speakers enabled so you can hear the presentation.
- Be sure to type in your name and current email address.
- If joining w/ app or phone, follow the prompts and have event ID or phone pin ready.

• Join the meeting from the email invite:
  – Click Join button takes you to meeting entry page, where you can choose to enter via computer or room system (see next page).
  – Instructions for entering via room system.
  – Instructions to enter from iOS or Android mobile.
  – Instructions to dial in from a Telephone (if that option was enabled by the Moderator).

• Enter your name and email, if prompted.

We recommend attendees using Chrome browser for joining events.
Attendee Joins

There are three connection options:
1. Computer (join from the Browser)
2. Room System
3. Phone dial in (only if Moderator enables this option)
Attendees can also enter the event from iOS or Android.

1. Click Join from email invite
2. Click Join with app
3. At welcome page, click Join Event
4. Enter your name and click Enter Event
5. You’re in the Event!
2. Attendee’s In-Event Experience
Attendee View

(David Lee)

- Exit the event
- Chat with everyone
- Main (roster) view
- Raise Hand *
- Chat with Moderator
- Full Screen
- Polls
- Settings (choose which speaker to use)
- Entry banner alerts Attendee that nobody will be able to see or hear them.
- Event title
- Slider bar – drag to change the size of video and content
- Entry banner alerts Attendee that nobody will be able to see or hear them.
- Speaker Volume
- Mute Speaker
- Attendee View
- Questions & Answers
- Expand side navigation (display Presenter roster)
- Settings (choose which speaker to use)
Chat

Participants click “Moderator Chat” to chat privately with the Moderator.

Click “Event Chat” to chat with all participants in the event.

Moderator has ability to delete a specific chat message.

Note: Event Chat history can be downloaded, after the event concludes, from the Past Events folder.
Attendees expand the right-side panel to display the participant roster:

- Participants are grouped as Presenters or Attendees.
- Moderators appear as Presenters, with a blue bar.
- Click the group down-arrow to hide the names.
- Attendees will not have a full view of the Attendee roster. Use Search to find an Attendee name (Bob Jenkins, in this example).
Questions & Answers

Attendees submit question by clicking the Q&A icon. If enabled for the event, Attendees can choose to post anonymously.

Attendees will see a blue alert bubble in the Q&A icon to note an answer has been received. Other Attendees can “Like” the question to highlight priority.

Note: Promoted Attendees will not be able to answer