1. Joining the Event
Attendee Joins

- 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.
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 w/ everyone
- Main (roster) view
- Raise Hand *
- Chat w/ Moderator
- Polls
- Questions & Answers
- Expand side navigation (display Presenter roster)
- Settings (choose which speaker to use)

Event title

Entry banner alerts Attendee that nobody will be able to see or hear them.

Speaker Volume

Mute Speaker

Full Screen

Slider bar – drag to change the size of video and content

* Attendees raise their hand to go interactive in the event (i.e., talk and be seen)
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).
The Moderator can post live polls in the event, so that Attendees (and Presenters) can cast their survey or questionnaire vote.

When the Moderator closes voting the results will be displayed for everyone to see.
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.

Attendees (only) can submit questions for the Moderator and/or Presenters to answer.
Promoting to Presenter

Attendees will “raise their hand” if they want to interact live in the meeting

1. **Attendee** (David Lee) will:
   - Click the hand
   - Click Send request
   - Withdraw request (if needed)

2. **Moderator** sees request in the Attendees tab, and approves or declines.

Moderator can also promote Attendee *directly* after clicking their name in roster.

Note: Room System must pair with a computer to raise hand.
3. If approved, **Attendee** will:

   • Receive message, informing them that moderator has approved their request.
   
   • Click on **Continue** to proceed or **Withdraw** their Request.
   
   • The Attendee will be seamlessly “promoted” into the Presenter roster. David can now be seen and heard in the event, but, he will not be able to share his screen or answer a question (from Q&A).