

LIGHTS! WEBCAM! ACTION!



STREAMING LIVE
OCTOBER 21-22, 2020

Whova Attendee Mobile User Guide

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Download the Whova App

1. The Whova app is free to download.
2. Go to:
https://whova.com/portal/calif_202010/?source=download_page
3. When you have found Whova, click to download and install the Whova app.



Sign in to Whova

1. *Make sure to use the email address you used when registering for the event.*



2. Create a password and type in your name.
 3. Edit your profile.
- Other attendees will use this to network with you if choose to be included in the attendee list.

Access the FULL Attendee Guide here:

https://californ.starchapter.com/images/downloads/CPC_2020/instructions_for_whova_attendees.pdf

If you are experiencing difficulties or have questions, please email: info@californiapayroll.org



View the agenda and plan your schedule

1. Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, click on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click "Add to My Agenda" to put the session on your own personal agenda and set a reminder.

The left screenshot shows the 'Full Agenda' view of the app. At the top, there's a search bar and a 'Tracks' dropdown. Below that, a calendar shows the date 'Fri 18'. The agenda list includes sessions like 'Breakfast', 'Welcome by general and program chairs', and 'Keynote: Watson and the Era of Cognitive Computing'. At the bottom, a navigation bar has icons for Home, Agenda (highlighted with a red circle), Attendees, Community, and Messages. A red arrow points to the search icon in the top bar.

The right screenshot shows the 'Details' view for the 'Keynote: Watson and the Era of Cognitive Computing' session. It displays the date 'Friday, February 18, 2022' and time '8:30 AM - 9:30 AM'. A red arrow points to the 'Add to My Agenda (1 attending)' button. Below this are options for 'Q&A (5)', 'Rate', 'Like', and 'Comment'. The 'Overview' section contains text about data availability and machine learning. At the bottom, there's a 'Virtual Access' section with options for 'Live Stream', 'Recorded Video', and 'Watch on Desktop', followed by 'Personal Notes' and 'Speaker (1)'.

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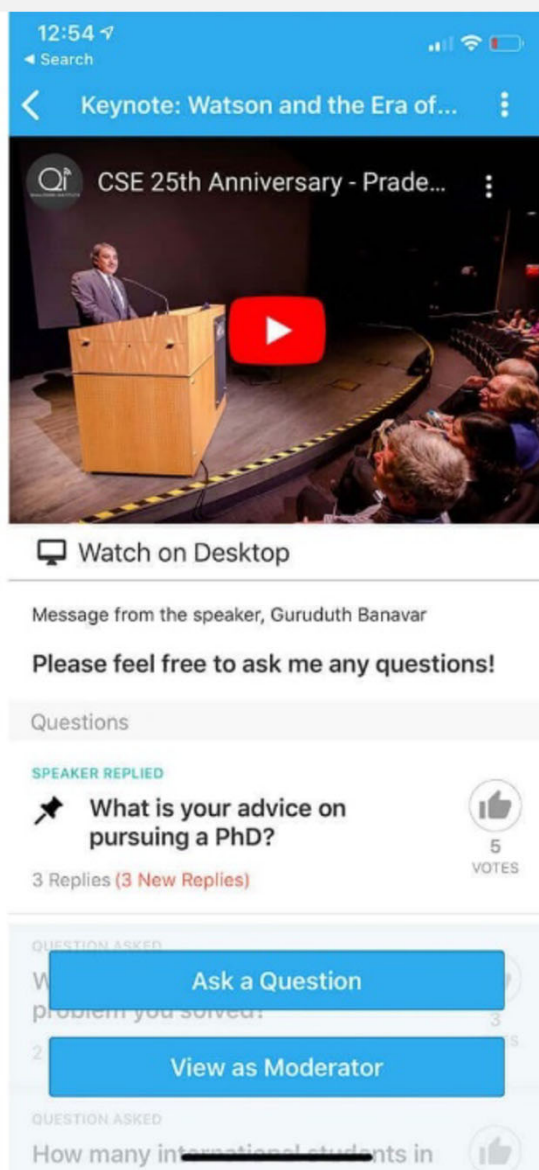
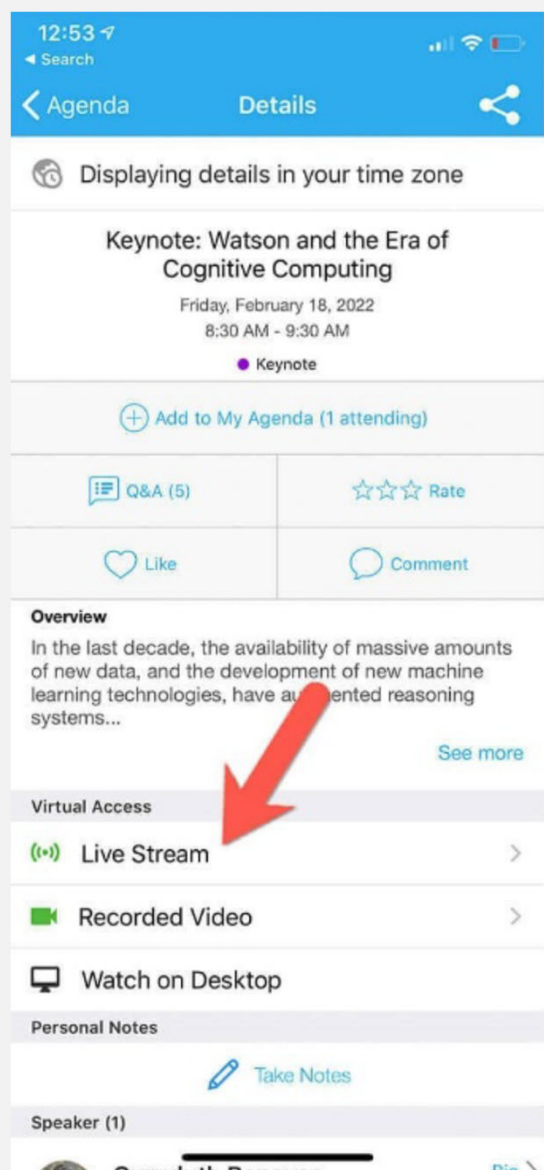
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Access live streams and session videos

1. From the agenda list, click the session you want to watch.
2. If the streaming screen directly shows up, click "Proceed" to start watching the stream.



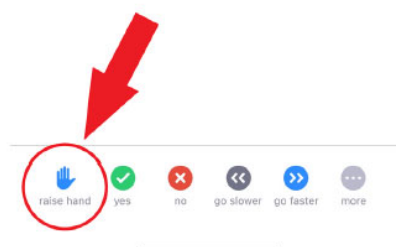
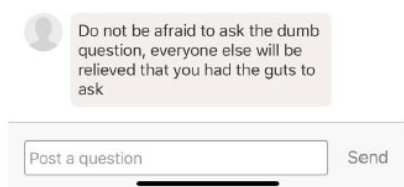
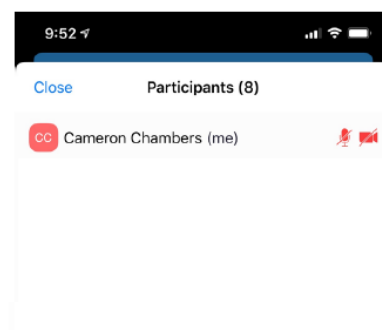
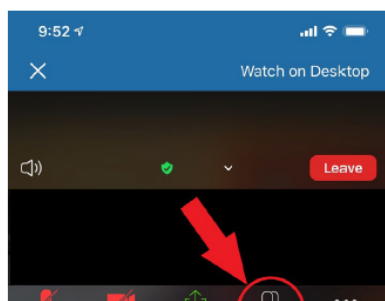
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Ask Questions using the Raise Hand Feature

1. If a speaker has time at the end of their session (or if you are in a live Q&A session), you can use the "Raise Hand feature" built into Zoom to ask your question live. **This will only work if you have a microphone plugged in (either one built into your computer/camera or having headphones with a microphone plugged in).**
2. Simple click "Participants" from the bottom of toolbar of the stream and then click "Raise Hand" located at the bottom left of the Participants window that just displayed. If you don't see the "Participants" button, click the "More" button and then "Participants".
3. When the speaker wants you to ask your question, they will send you a notification to unmute yourself.



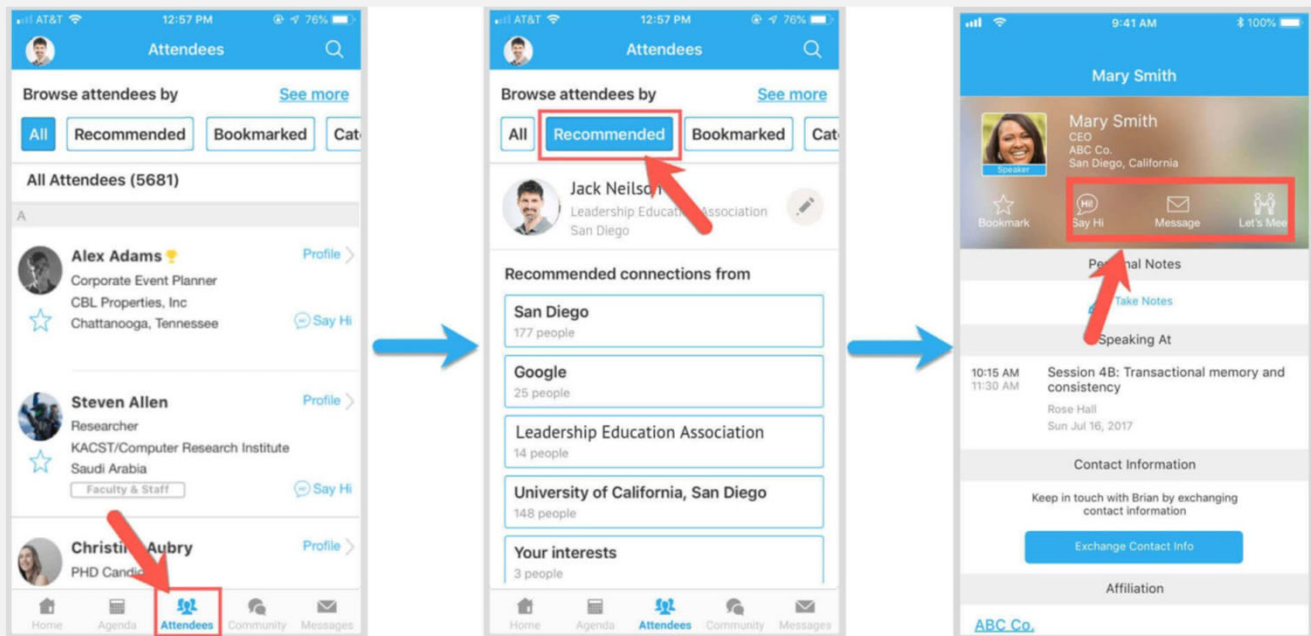
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See who is attending the event

1. When you sign in for the first time, you will be asked: "Would you like to network with other attendees by listing yourself in the attendee list?"
 - a. If you answer yes – you will be able to view the Attendees tab and will be included in the attendees list.
 - b. If you answer no – you will not be able to view the Attendees tab and will not be included in the attendees list.
2. To view other attendees: Click the "Attendees" tab on the bottom of the screen to browse the attendee list.
3. At the top of the page, you can search attendees by keywords such as company, name, or title. In their professional profiles, you can take notes or request contact information.
4. To find people with common backgrounds and interests, click the "Recommended" tab on the top of the Attendees list to find Whova's recommendations about people you may be interested in networking with. Click into each item to see attendees who come from the same city or have the same affiliations, education background, or interests as you.
5. Say "Hi" with one click or start a private chat by clicking the "Message" button. You can convert it to a private group chat by inviting more people.



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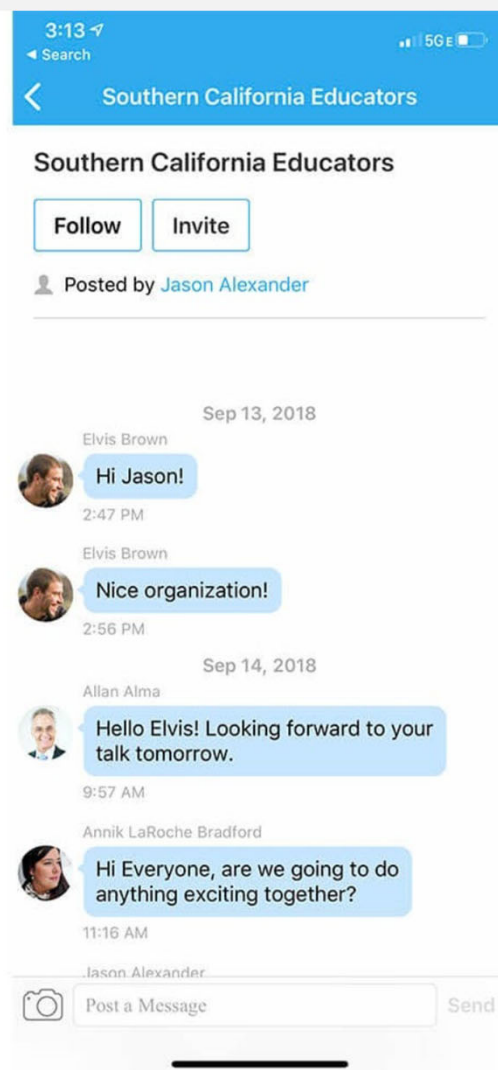
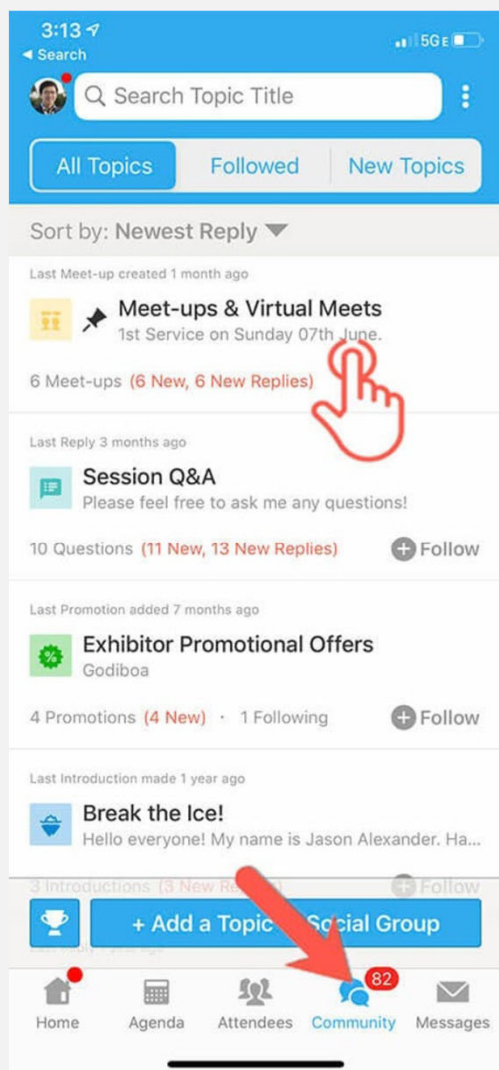
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Join discussion on the community board

1. Click the Community tab on the bottom of the screen.
2. Create a new conversation topic or click the topic to join existing topics like "Meet-ups."
3. Click "Follow" directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you're following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.
4. Check the Community board for conference updates and to ask questions.



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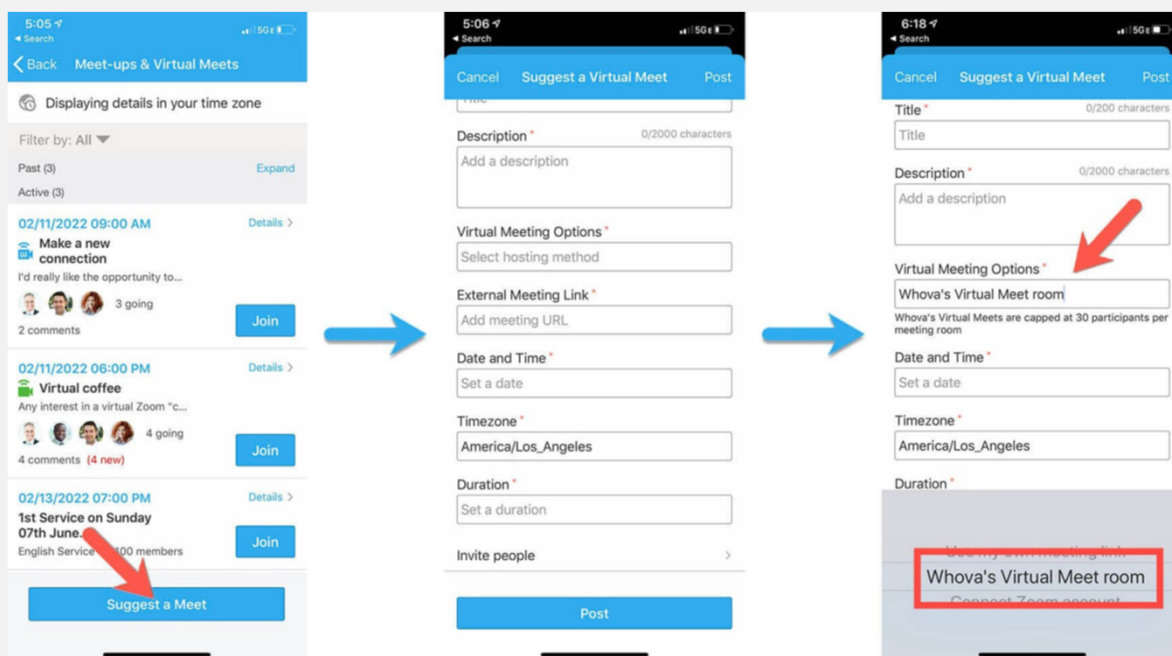
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Start or join a virtual meetup

1. Go to the Community Board and find the board for Meetups and Virtual Meets.
2. Find the meet-up you are interested in, join directly, or click into it to see more details, and then click "Join".
3. You can also suggest a new meetup by clicking "Suggest a Meet" and inputting the details. If you know someone will be interested, don't forget to invite them as well. If you have a meeting link, you can copy-paste there. Otherwise, you can use Whova's virtual meet room, which allows up to 30 participants.



**We wish you a Fantastic
Experience with us this year
and the years to come!**

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