



Quick Start User Guide

Topics

1. **How to Login to the Virtual Conference**
2. **How to get back to the Home Page**
3. **The Virtual Lobby -Meet; Greet; See, Your Colleagues**
4. **Start a Group Chat**
5. **The Colleague Locator**
6. **How to Activate Your Video Chat Room**
7. **How to get More Session Details**
8. **How to View a LiveStream Presentation**
9. **How to Branch to a ZOOM Hosted Presentation**
10. **How to Enter the Vendor Hall**
11. **Tips, Tricks & Troubleshooting**

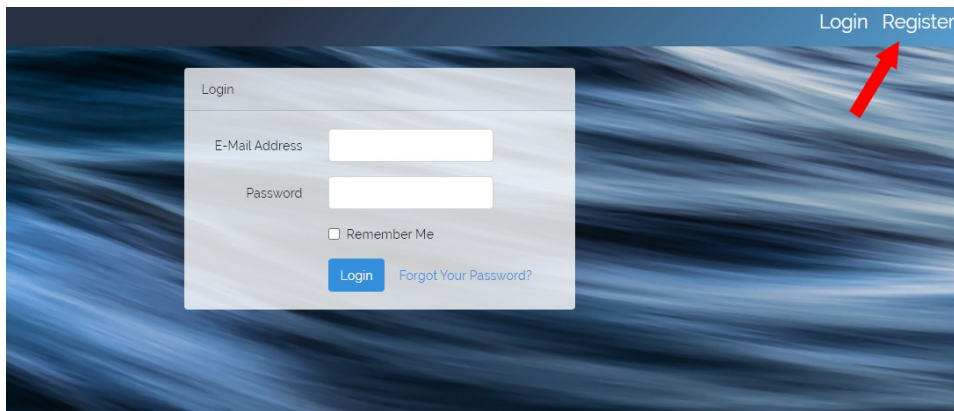
1. How to Login to the Virtual Conference

A.

Point your browser to the following URL

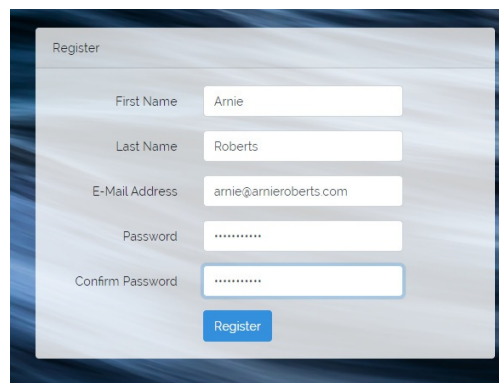
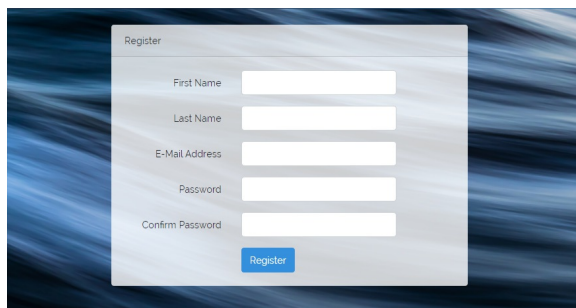
<https://my-virtual-events.com/NY-PCMA>

You will see



Your **FIRST TIME** in, you will have to **Register** by clicking *Register* in the top right corner.

B.

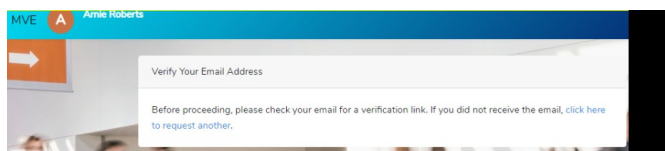


You will be asked to supply the information shown above.

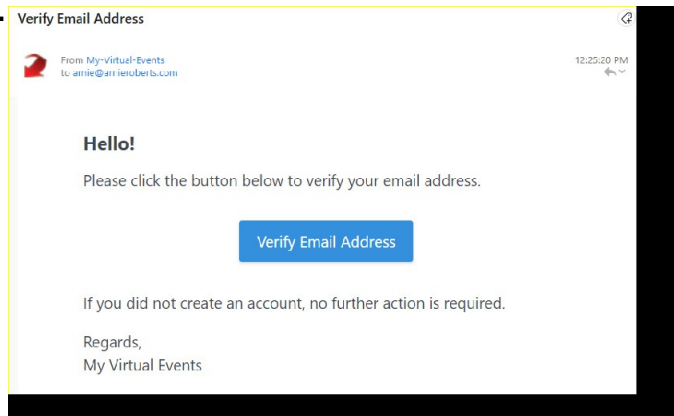
Use the same e-mail used when you registered for the Event. The password can be whatever you like. If you forget it, we do provide a **Forgot Your Password** feature.

C.

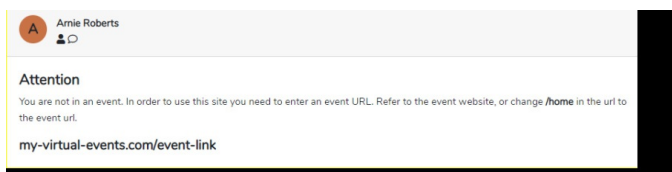
You will be asked to verify the e-mail provided as seen below.



D.
Just click on the link in the e-mail as shown.

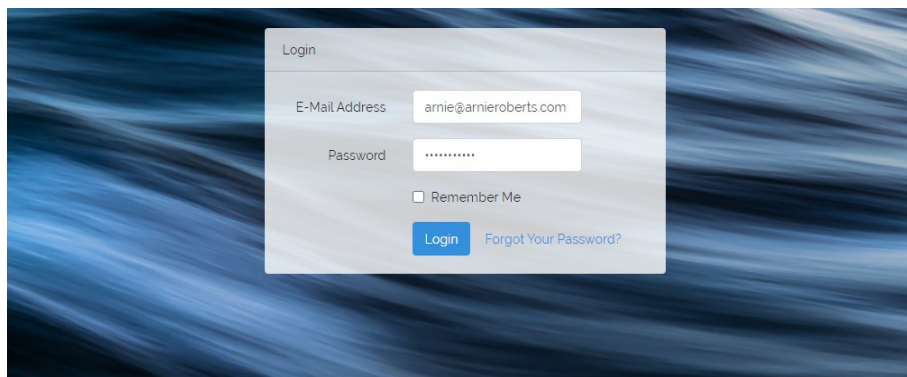


E.
Depending on your browser setting you may see the following message...

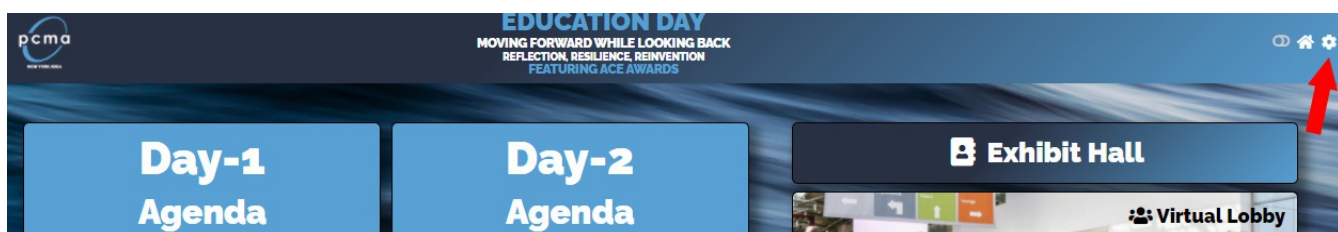


Just click here to go to the Conference site
<https://my-virtual-events.com/NY-PCMA>

You will see this Login screen.



F.
Once Logged in you will see the screen below.
It is recommended that you complete your profile. Accomplished by clicking on the GEAR Icon, top right.



G.
Complete the Profile as shown in the example below. You can also include an image of yourself if you like.

My Profile
Control how your information appears to other attendees when you are a presenter, ask a question or leave a review.

Email* arnie@arnieroberts.com

First Name* Arnie

Last Name* Roberts

Company* SMART-reg International

Title/Position President & CEO

Bio
=Your Optional Bio can go here=
Save [Save Profile](#)

Signature Preview
This is how you will appear to other attendees.

Arnie Roberts
After you save your profile, [click here](#) to upload your photo.

Control how your information appears to other attendees when you are a presenter, ask a question or leave a review.

Email* arnie@arnieroberts.com

First Name* Arnie

Last Name* Roberts

Company* Optional Job Title

Title/Position Optional Company Name

Bio

Save [Save Profile](#)

Signature Preview
This is how you will appear to other attendees.

Arnie Roberts
After you save your profile, [click here](#) to upload your photo.

2. How to get back to the Home Page

The Home Page can be reached by clicking your browser's back button or click on the Event Logo as shown below.



3. The Virtual Lobby -Meet; Greet; See, Your Colleagues

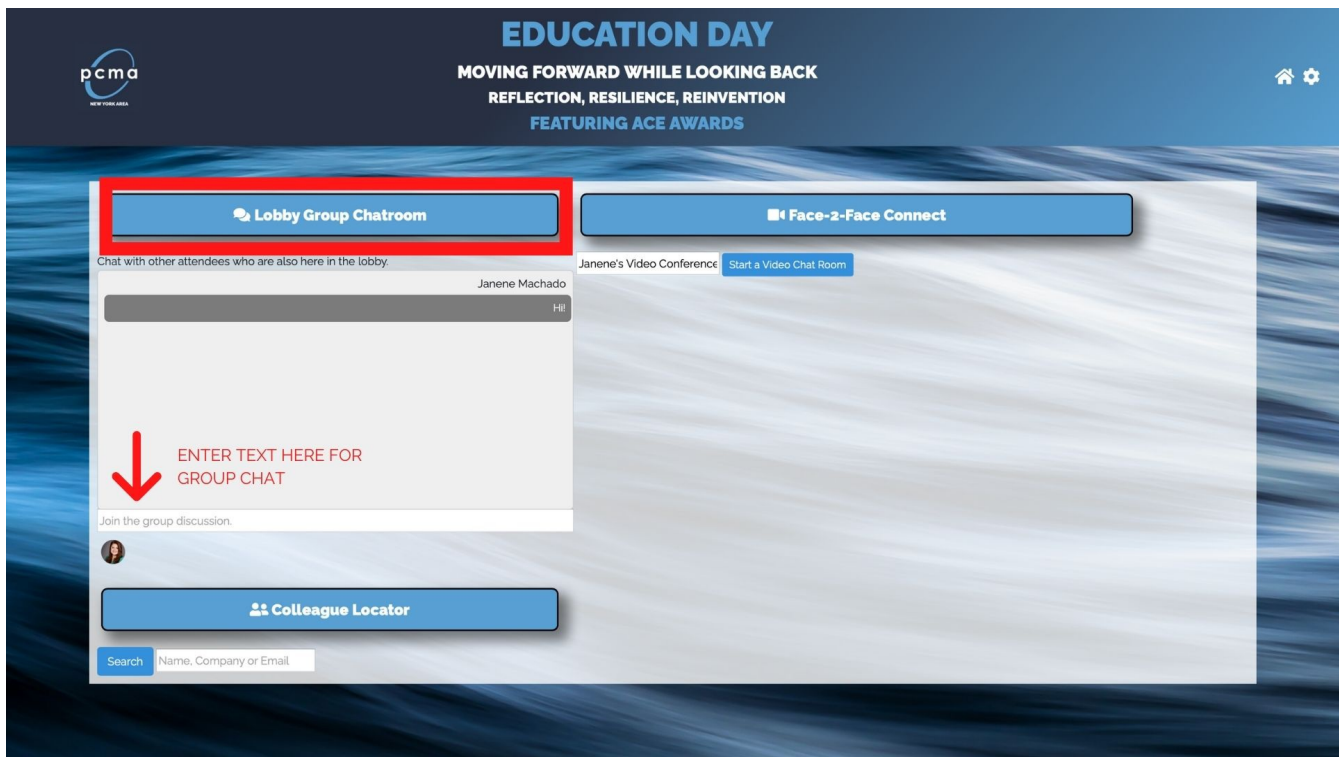


Just click on the graphic above to enter.

In the Virtual Lobby, you'll be able to network with attendees digitally during the event by simply looking for them using the Colleague Locator, view their profile and send them a private message requesting a text chat.

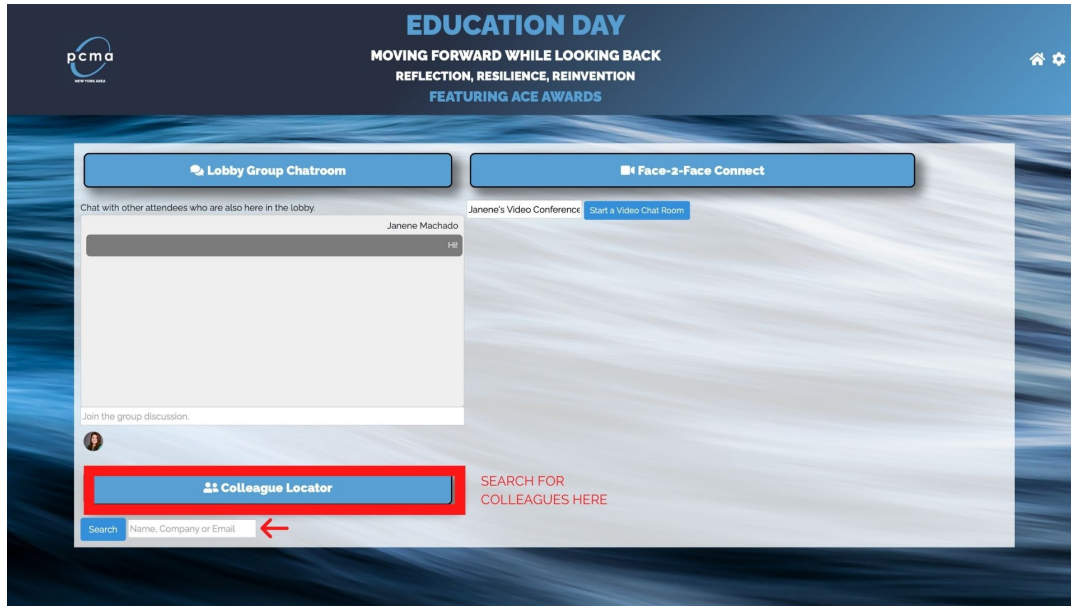
You can also establish a real-time, face to face, Video Chat with up to **9** of your colleagues.

4. Start a Group Chat

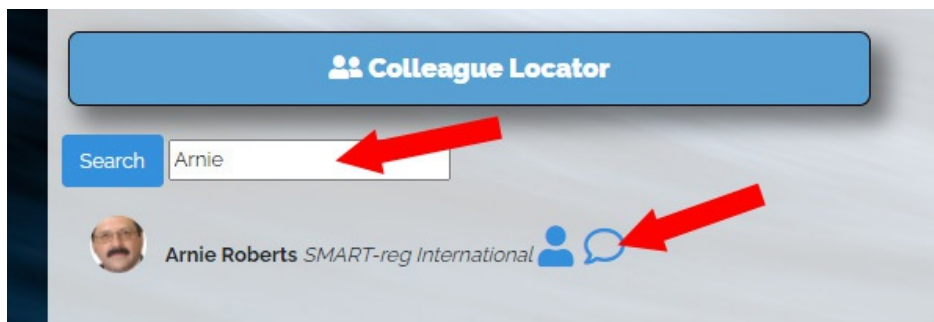


Just type, to start your Group chat to be seen by all, as shown above.

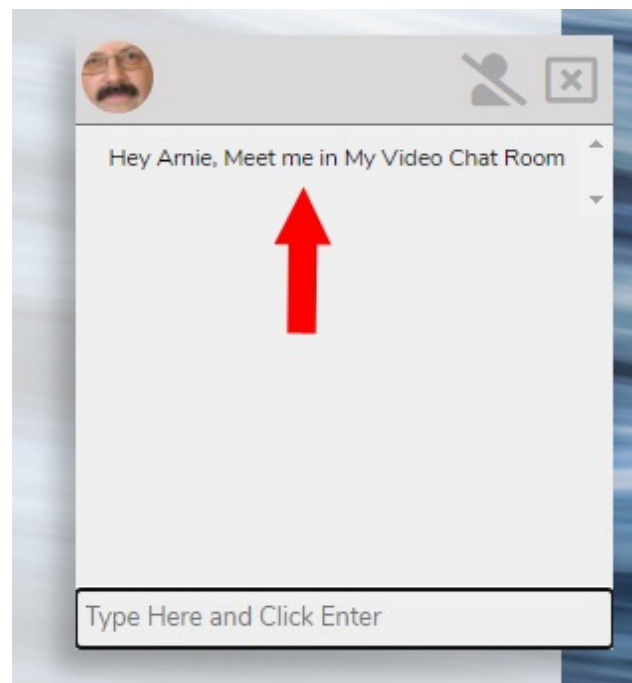
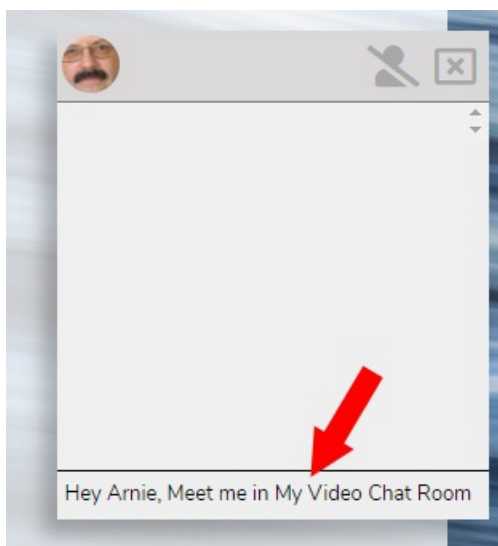
5. The Colleague Locator



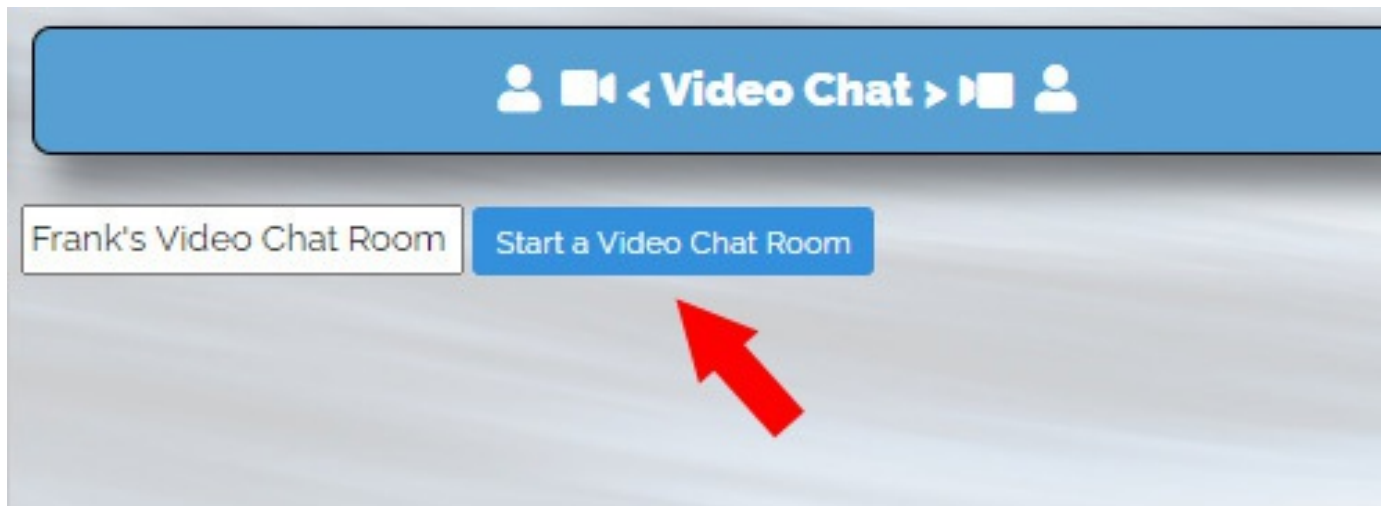
Entering all or part of a Name, Company or e-mail will get results...



Click on the **Message Icon** to send a private message, as seen below...



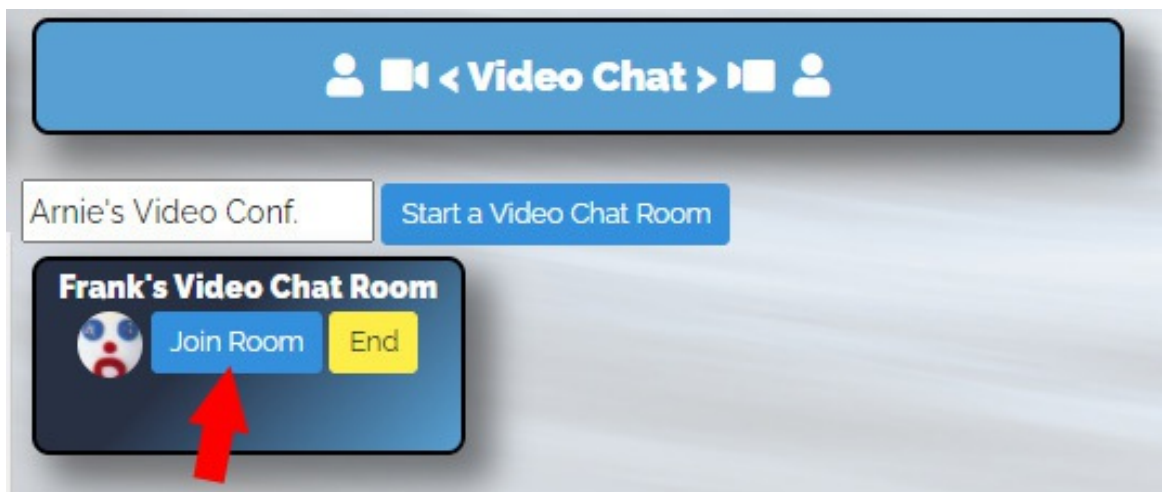
6. How to Activate Your Video Chat Room



You can start your own Video Chat Room, where you can invite 9 additional colleagues. You also have the option of changing the Room Name.

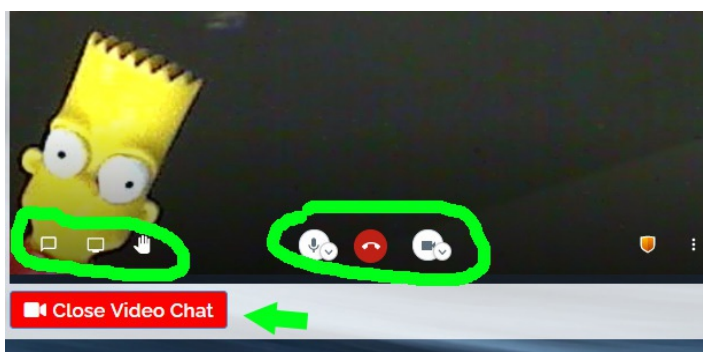
Your invited colleagues will “see” your Video Chat Room as shown below.

A simple click will allow them to join your Video Chat.



You, as well as your guests will be prompted to allow access to your WebCam and Mic.

Once the Video Chat is established you will see **familiar controls**. When you sign-off make sure to **Close Video Chat** as seen below.



7. How to get More Session Details

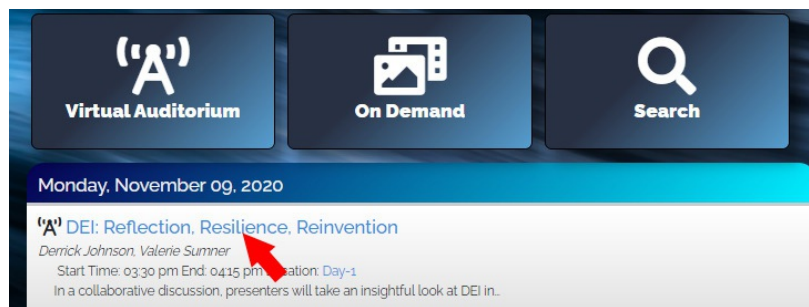
A.
When clicking on a Session on the Agenda display....

>Welcome & Resilience Workshop...

B.
You will get an expanded view detailing specifics about that session.

8. How to View a LiveStream Presentation

A.
Click on the button shown below



B.
You will then be directed to the Livestream viewer for the current Session.

Click the Play Icon on the left to start viewing.

C.
You can post a question during any Session as seen on the right.



9. How to Branch to a ZOOM Hosted Presentation

When a Session is Hosted via a separate ZOOM instance, just click on the Link as shown below.

NYU Workshop – Reinventing Engagement During a Pandemic: How We Designed the Uforia Livestream Concert

Professor Evan Korn
Monday, November 09, 2020 Start Time: 14:45 End: 15:15

Evan Korn is the Managing Partner and CEO at IDEKO, a New York based experiential production company focused on designing, building, and permitting interactive and innovative consumer experiences for world-renowned brands and agencies. At IDEKO, Evan is responsible for leading the firms overall operational and growth strategy, as well as logistics and planning for live event productions. Previously, Evan served under two NYC mayors, starting out in the Mayors Community Assistance Unit as Special Assistant to the Commissioner and Director of Special Projects. Evan quickly ascended up the ranks to serve as Deputy Manhattan Borough Commissioner, and the Assistant Commissioner of the NYC Department of Transportation soon after. Evan was tapped by Mayor Michael R. Bloomberg in 2007 to create the first ever Citywide Event Coordination and Management office and serve as the Inaugural Executive Director. In this role Evan served as the primary Mayoral authority on all events that effected or utilized public property within the City of New York. Evan currently serves as an adjunct professor at NYUs Jonathan M. Tisch Center of Hospitality in the Masters of Event Management Program.

Supporting Files

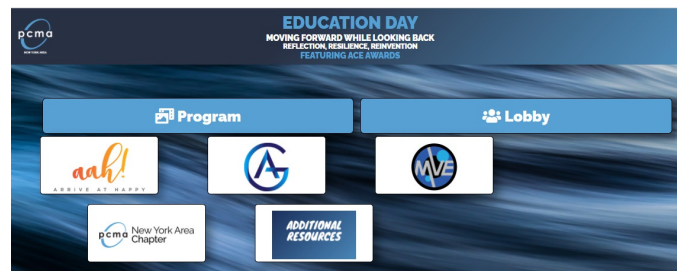
Links
[Join this ZOOM Presentation](#)
Meeting ID: **677 611 8582**
Passcode: **12345**

10. How to Enter the Vendor Hall

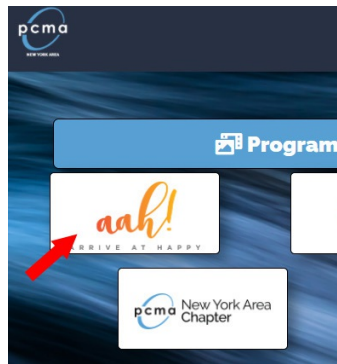
A.
Click on the button shown.



B.
You will see the Vendor Hall as shown



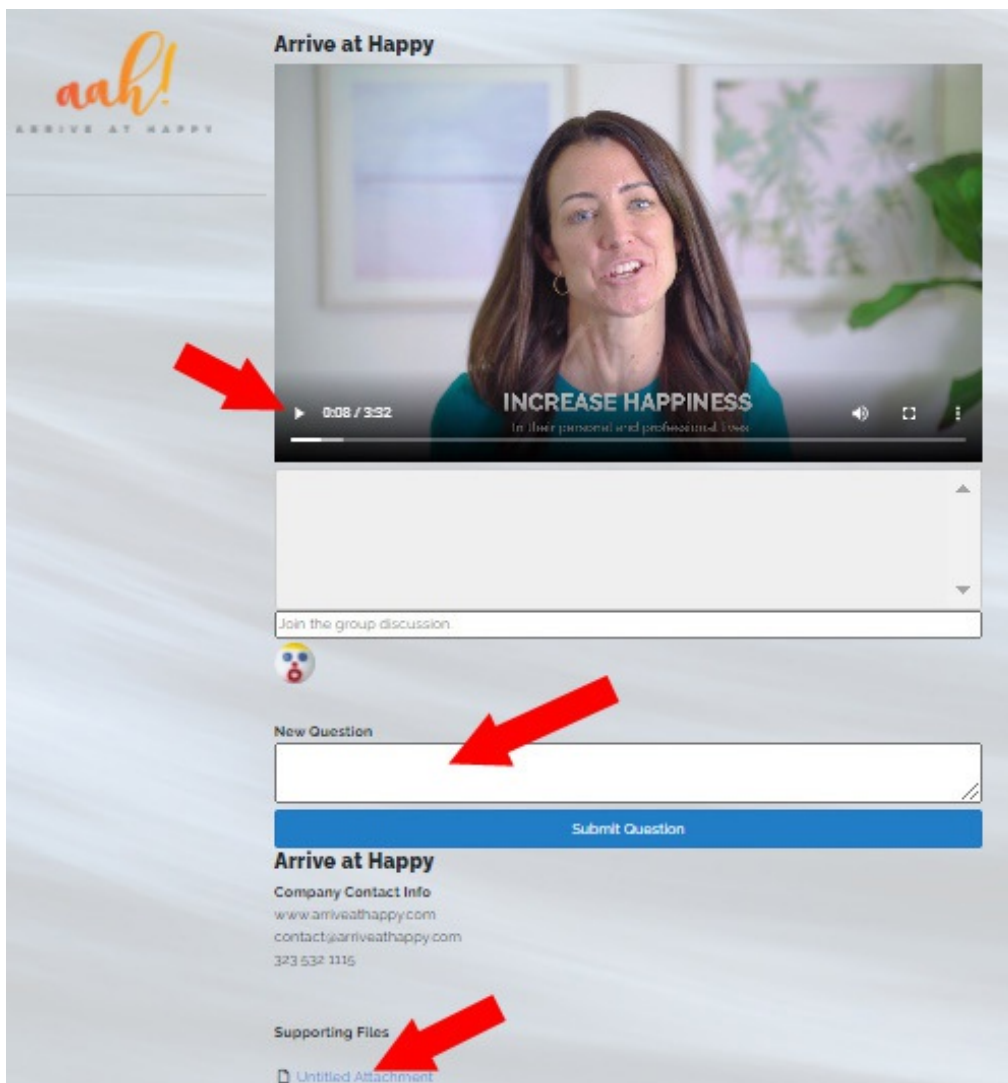
C.
To “enter” a Vendor’s Booth click on their Logo.



D.
Once in the “Vendor’s Booth”, click on the play button to view the provided video.

You will notice the “Attachments” seen below. This will contain additional information from that Vendor, and any Event Specials that might be offered.

You can also ask a question, or leave a message for this Vendor



11. Tips, Tricks & Troubleshooting

You should be able to view Education Day without installing any additional software or doing anything special. If you are experiencing any issues watching Education Day, here are some helpful tips.

A.

DON'T SHARE YOUR LOGIN & PASSWORD

Education Day can only be viewed by one login at the same time. If two or more people try to watch Education Day using the same login, only one will work and the others will get an error message.

B.

ON MOBILE

Connect via Wi-Fi instead of 3G or 4G if viewing on a phone or tablet.

Close any open apps that you are not using while at Education Day. For optimal viewing, please delete any unused apps.

C.

CLEAR YOUR BROWSER CACHE

If you are seeing a blank screen or are having difficulty loading a video, this may be a result of your browser cache (memory) being full. Please clear your browser cache to repair this issue. Please visit <https://www.refreshyourcache.com> for guidance on your browser.

D.

UPDATE YOUR WEB BROWSER

For the best laptop /desktop experience, please view Education Day on an up-to-date version of your browser. Visit this website to check your browser version:

<https://updatemybrowser.org/>

E.

Supported browsers

Windows: Edge 12+, Firefox 27+, Chrome 30+

Mac: Safari 7+, Firefox 27+, Chrome 30+

Linux: Firefox 27+, Chrome 30+

F.

You can always e-mail us at

NYpcma@SMART-reg.com

We will have real people, not BOTs ready to assist.