# Virtual Event Attendee User Guide

*34th D.A.R.E. International Training Conference*

*July 13-14, 2022*

notified

# Welcome!!

- As an attendee, you will be able to enjoy a unique, interactive learning experience from the comfort and convenience of your home or office.
- You can find everything you need to access the event in the Registration Confirmation email you received prior to the day of the event.
- To make sure your computer, internet connection, and sound are ready to go, take a moment to test your system or device in advance.
- Visit the Attendee Help Guide

**Access Information:**

**7/13/22 7:30am-3:30pm PT**

**7/14/22 7:30am-5:45pm PT**

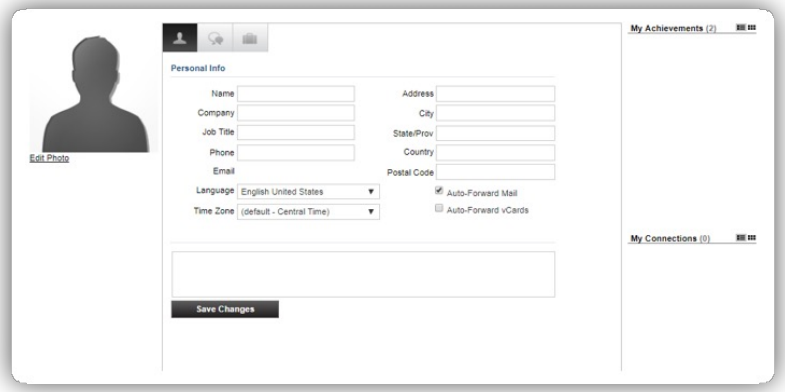
**https://onlinexperiences.com/Launch/Event.htm?ShowKey=192802**

notified

Confidential and Proprietary

# Your Profile

**The Profile is where you can customize your personal information, access documents and view your communication activity.**

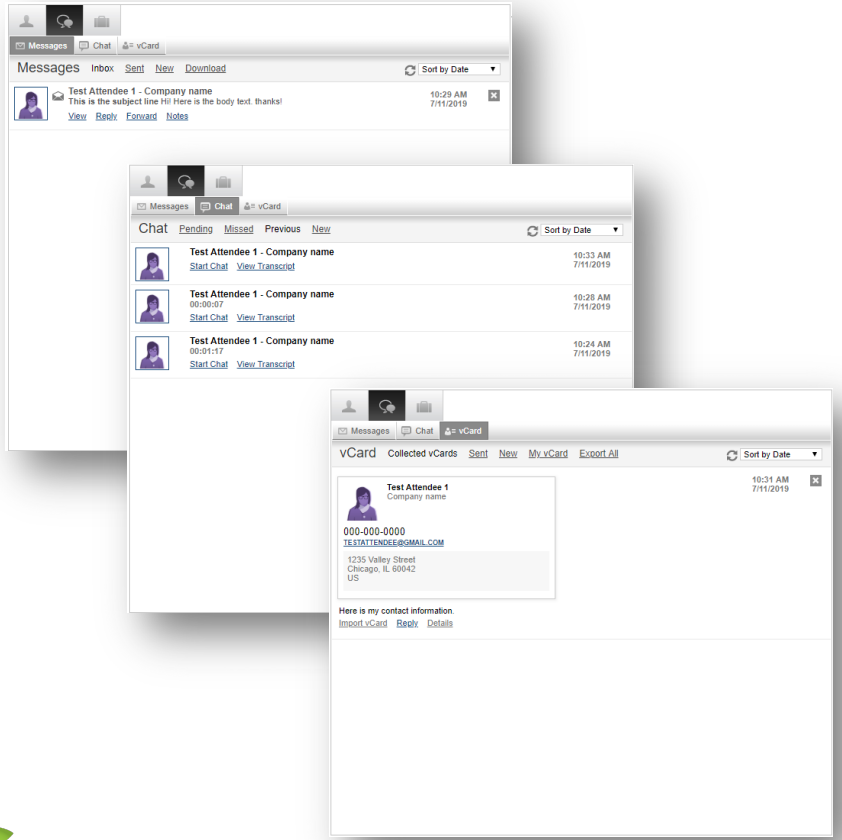



To edit your profile, begin by clicking “Profile” in the upper navigation at any time. Your profile contains your name and several other fields that you may have filled out upon registering.

You may choose an image to help identity yourself during the event (select from a list of stock images or upload your own photo). Filling out your profile completely and accurately will help you while networking with attendees in the event.

The briefcase is located within your profile under the third tab. This is where you may retrieve documents and links that you have saved from the Resource Center, sponsor spaces or presentations.

# Communication Center




If you receive an email, vCard, chat request or announcement, you will be notified via a communication bubble that will display in the upper right-hand corner of your screen. By clicking on the communication notification, you will be taken to the indicated item. In addition, you can monitor your communication activity from the Communication Center in your profile.

**There are 3 types of private communication:**

1. **Email messages** –The notification will display you have an unread email. Click on the notification window to view.
2. **Chats** – If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.
3. **vCards** – The notification will display you have a new vCard. Click on the notification window to view.

# Lobby

**After logging into the event you will be taken to the Lobby area.**

**From the Lobby, you can visit the main areas of the event by clicking on their listing or utilizing the navigation bar.**

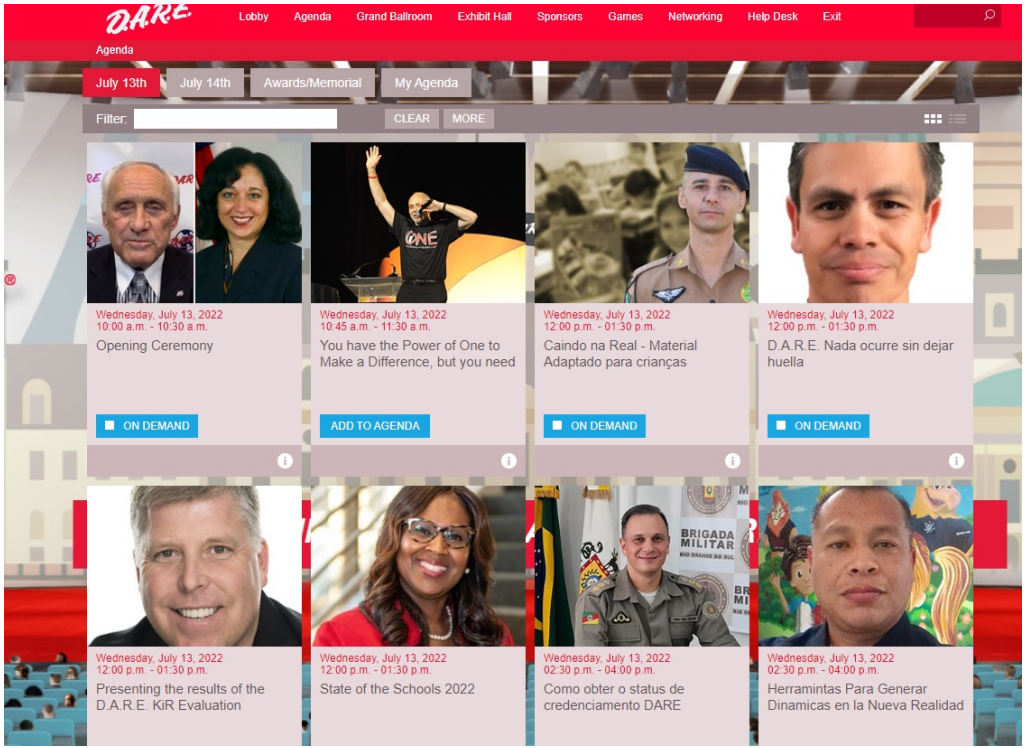
**1. Search:** You can use the search feature to find attendees, sponsors, documents/links and presentations/webcasts within the event.

**2. Navigation:** Access the different spaces in the event.

**3. Lobby:** You can return to the lobby by clicking on “Lobby’ on the top toolbar.

# Agenda Builder

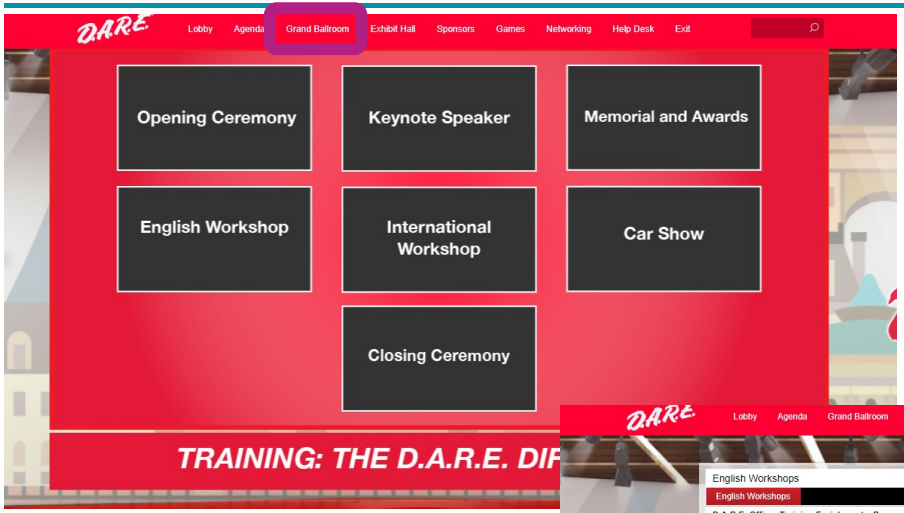
**This tool allows you to add sessions that you are interested in attending to your agenda.**

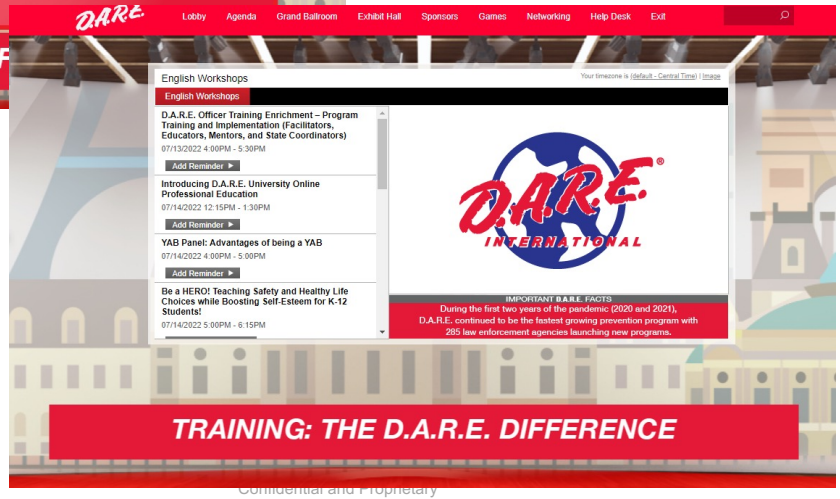



## Text Actions / Options that may appear in Agenda Builder

- **Add to Agenda** – Add sessions to your agenda up until 30 minutes prior to their start time
- **Add to Calendar** – After adding a session to your agenda, download a calendar reminder
- **Remove from Agenda** –Remove sessions from your agenda up until 30 minutes prior to their start time
- **Live Now** – A session is currently live
- **Archiving** – A live session has finished and is archiving
- **On Demand** – A session is available to view
- **Starting Soon** – A session will be beginning shortly (displays 30 minutes prior to Early Entrance)
- **Early Entrance** – The session is beginning shortly - you may click into the session

# Grand Ballroom



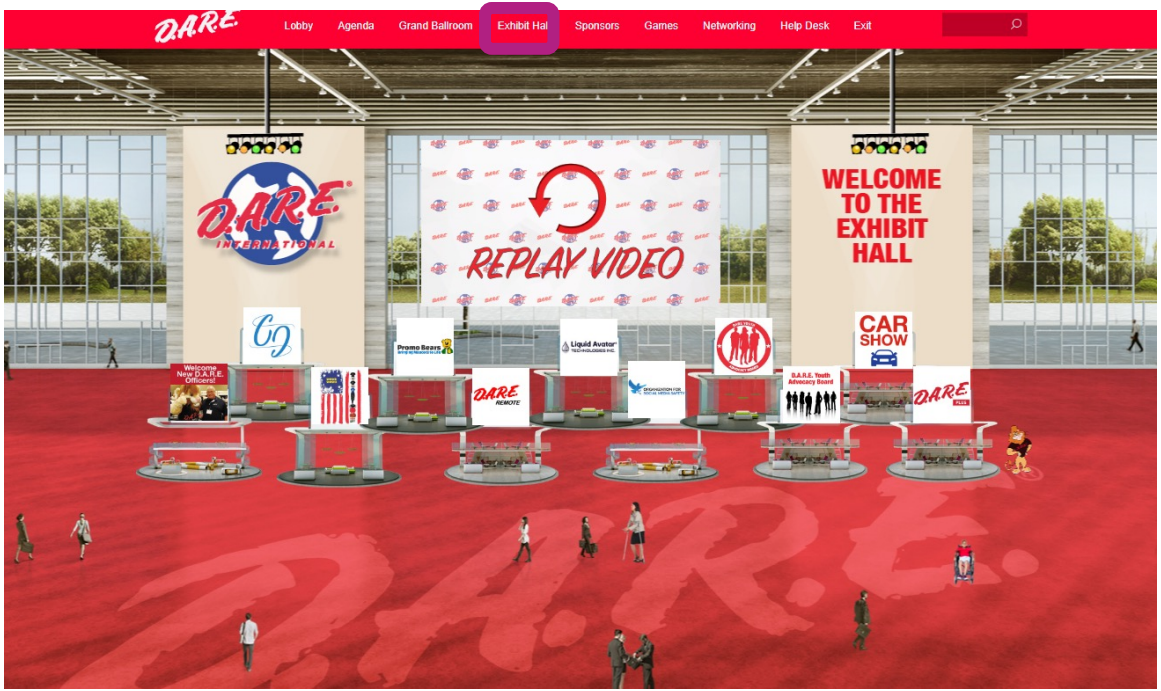




Navigate to the Grand Ballroom tab to view the different theaters. Click into a theater to view the sessions, live and on-demand.

Clicking on a session will show more detail on content & speakers.

# Exhibits

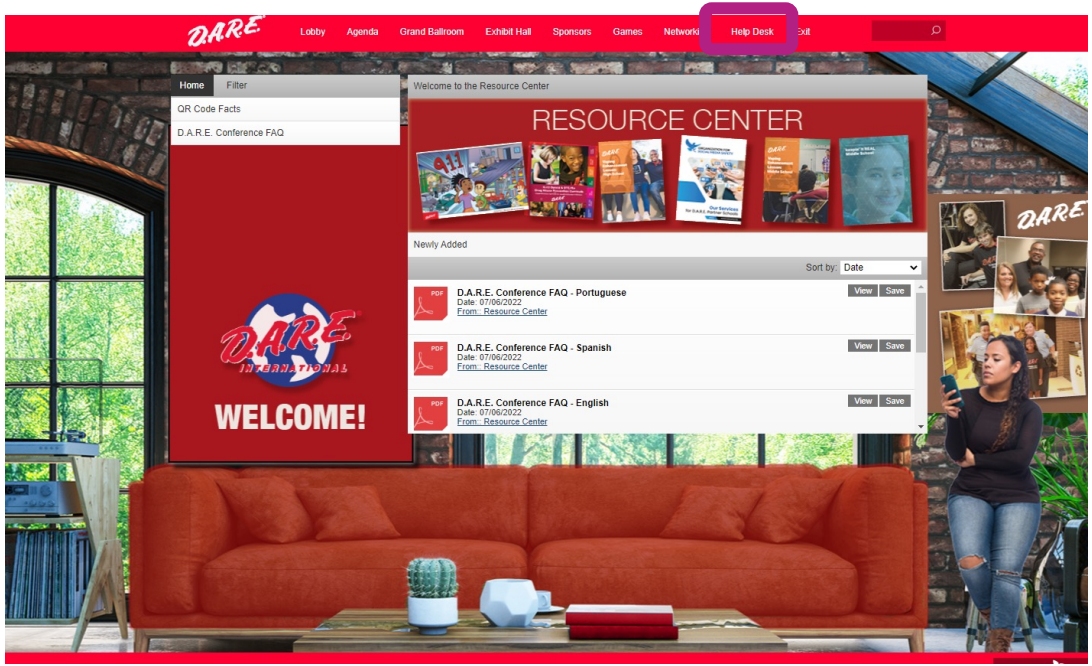
**By clicking on Exhibits tab on the top navigation, you will be taken to the Exhibits Hall, where you can visit booths, download/view content and engage with booth staff.**




Once you've entered a booth, you may click through the content tabs on the right-hand side to view collateral and other assets and information provided by the Sponsors.

# Resources

**The Resource Center is your digital library to browse content by subject across the different areas of the event.**
**Select the content for immediate viewing or save to your briefcase for review or download at your convenience.**



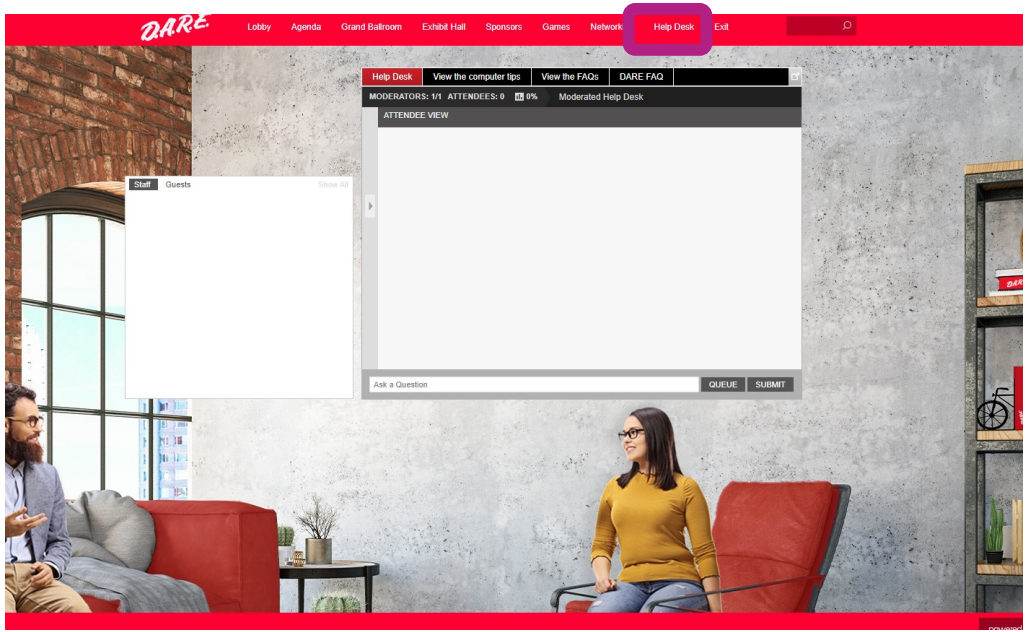

**Filter:** Categorize resources by Event, Sponsors and Spaces.

**View/Save:** View and/or save a document to your briefcase for review at your convenience.

**Briefcase:** When Save is selected, the document will be saved to your briefcase. The briefcase can be accessed in your Profile.

# Help Desk

**The Help Desk is available for any technical support issues you have while interacting in the virtual event. There are helpful resources available to you such as guides, FAQs, and support documentation to aid in troubleshooting support requests.**



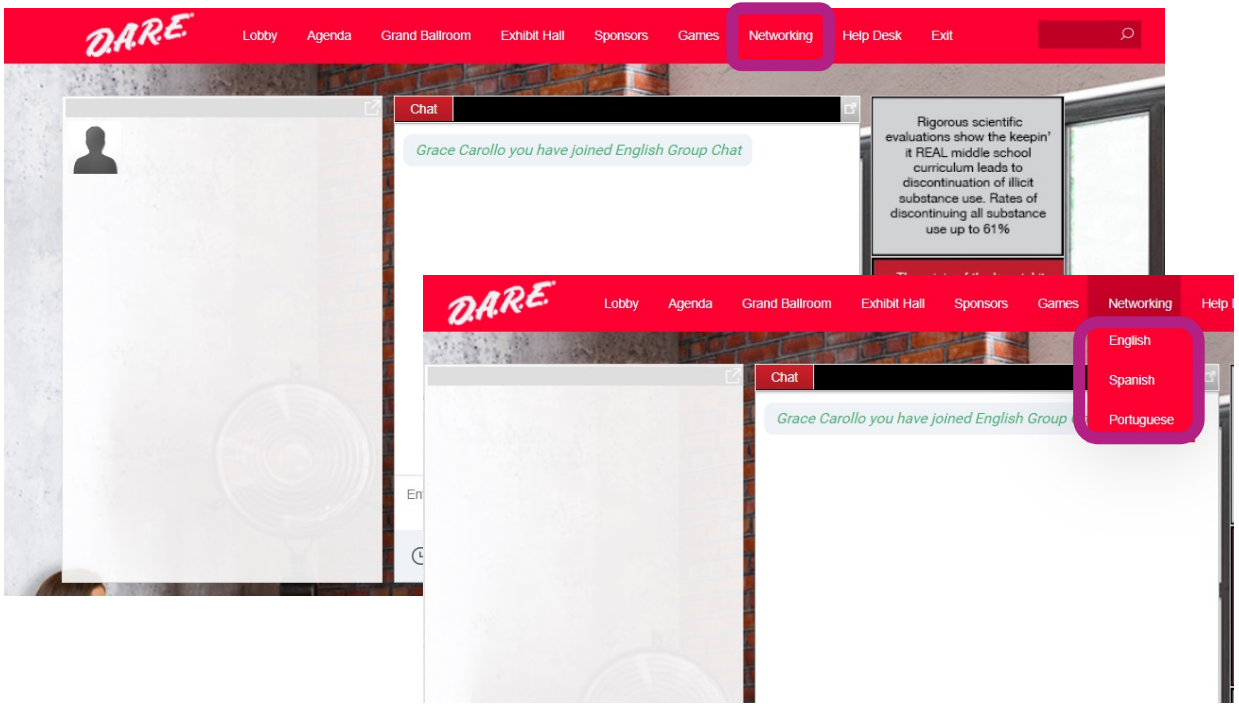

**Chat:** Will allow you to chat with support staff available to help assist with any questions you may have.

**Email:** If you have additional concerns after live support has ended, you can email the support inbox at **2022conference@dare.org**.

**Resources:** Available to view helpful resources in troubleshooting potential issues such as chat or communication problems, security prompts,  FAQs, etc.

# Lounge

**The Lounge is a great place to communicate and network with attendees, speakers and sponsors.**



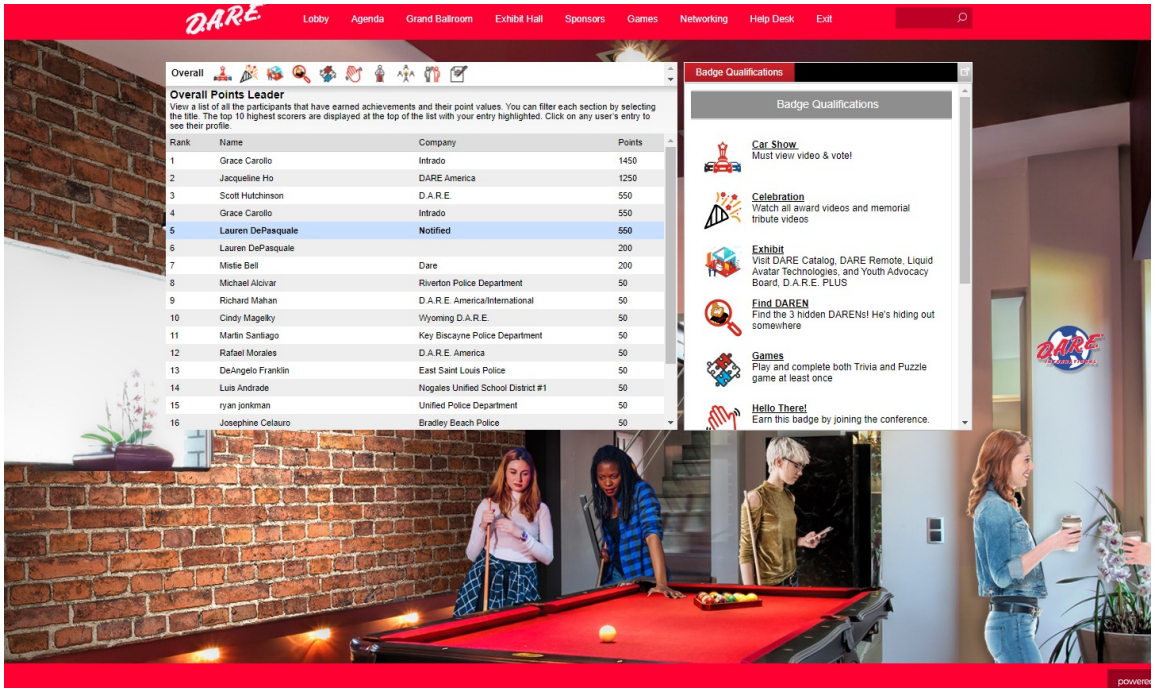

Select your region from the dropdown menu to join the public chat and network with various staff and guests.

Click on a user in the guest list on the left to network 1:1 with another attendee.

# Badge Leaderboard

**Here you can view all achievement badges, the top point earners, your points, and participants for each achievement badge.**

**There are many great ways to achieve points for activity inside the environment through the Achievement Badges.**




Badges with assigned point values can be earned by interacting with different event spaces, presentations, attendees and sponsors within the event.

There is also a trivia and puzzle game to play!

# Sounds of the Event

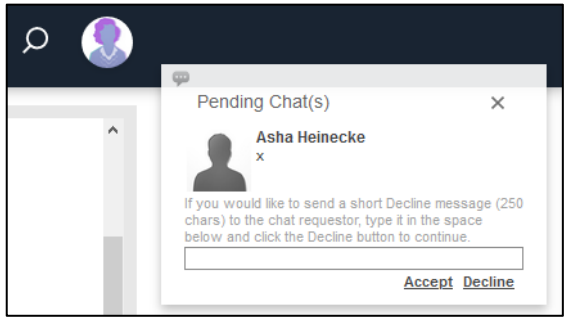
**The event uses audio to notify you when certain events occur.**

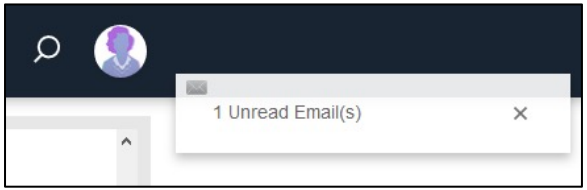
**This is especially helpful if you are logged into the event but are working in another application.**

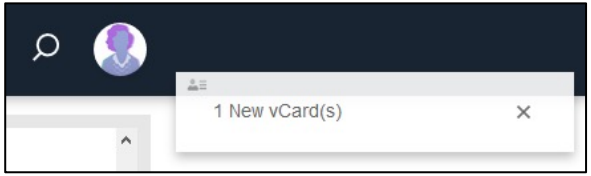
## Communication Received

An alert will appear in the top-right corner of the browser when someone sends you:

- A private chat
- An in-event email
- A vCard




Click on the image below for a preview of the sound.

notified