

Joining a Live Session in the Live Event Platform

Education & Activity Portal and My Agenda

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How to Join a Webinar

1. Enter the Education & Activity Portal or My Agenda (found under Networking Portal or your name) and find the session you'd like.
2. Click **Join Webinar**.

Note: Join the webinar up to 15 minutes before its start time.

Note: Add webinars to My Agenda to easily access it later.

Your agenda
w/bookmarks under
here

The screenshot displays the 'BRIEFINGS & EDUCATION SESSIONS' section of the platform. At the top, a navigation bar includes 'LOBBY', 'EXPO HALL', 'EDUCATION&ACTIVITY PORTAL', 'NETWORKING PORTAL', 'GAME ROOM', 'WELLNESS LOUNGE', 'EBAG', 'HELP DESK', and 'SARA'. The main content area is titled 'All Sessions' and lists various sessions with filters for 'Advocacy (4)', 'Communications (2)', 'Community Action Essentials (1)', 'Management (12)', 'Strategies (7)', and 'Timely Topics (7)'. A search prompt reads: 'Click to display webinars below relating to the term (track, topic, type)'. The sessions are listed for 'August 25, 2020':

- 10:30 AM - 11:00 AM EST**: Opening Welcome. Status: Webinar Ended. Includes 'Join and watch recordings in the My Agenda room, too.' and an 'Add to My Agenda' button.
- 11:00 AM - 11:45 AM EST**: Partners Update. Includes a 'Join Webinar' button and an 'Add to My Agenda' button. A note says 'Click to join the webinar.'
- 12:00 PM - 12:45 PM EST**: Federal Partners Update. Includes a 'Webinar will open 15 minutes before' notification and an 'Add to My Agenda' button.
- 01:00 PM - 01:45 PM EST**: CRES Act. Includes an 'On Demand' icon and an 'Add to My Agenda' button.

A detailed view of the 'Opening Welcome' session is shown on the right, featuring a video player and a 'Discussion Chat' button. A note indicates 'Click to join the discussion group.' Below the session list, a note states 'Click to watch recording.' and another note says 'Turns into the Join button 15 minutes before start time.' The interface also features 'ACTIVITY & LUNCH SPONSORS' (APTIM, CDM Smith, Dewberry, POND, RS&H, wood) and 'THANK YOU SPONSORS' (AECOM, APTIM, ATKINS, BLACK & VEATCH, BURNS & MCDONNELL).

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Webinar participation tools

1. Use the **Chat Tab** to post comments throughout the session. Within the chat tab you can send private messages to other attendees using the private tab.
2. Post any questions you have for speakers using the **Q&A Tab**. To move questions you like to the top of the list, upvote the question by clicking on the thumbs up symbol.
3. Any polls that are used during the session will be shown in the **Polls Tab**. SAME staff will launch the poll and it will appear on your screen. Once you answer the poll, you can view the current statistics in the Open tab within the Polls tab. Once the poll closes, you can view all statistics in the Closed tab.
4. Any handouts will be posted in the **Handouts tab**. You can download these directly from the session.
5. Trouble viewing the webinar? Click on the help icon on the top right of the screen. You can
 - a. Refresh your connection
 - b. Try using a different browser (Chrome is recommended on the most current version)
 - c. Go through the system requirements check

What you see when you're attending a webinar view (from webinar platform)

The image shows a screenshot of a webinar interface. The main content area displays a slide titled "Q&A AND FEEDBACK" with a graphic of question marks. The interface includes a top navigation bar with tabs for "Chat", "Q&A", "Polls", and "Handouts". A "Help" icon is visible in the top right corner. A text input field with the placeholder "Type your comments here" is shown in the chat area. A troubleshooting pop-up window is open, titled "Having trouble viewing the webinar?", providing instructions on how to refresh the connection or try a different browser. The pop-up includes a "Refresh Connection" button and icons for Chrome, Edge, Firefox, and Safari.

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Chat Q&A Polls Handouts
Public Private Twitter

Help More

Type your comments here

Type your message here... Send

Troubleshooting

Having trouble viewing the webinar?

Here are some tips to help you resolve the issue...

- 1 **Try refreshing your connection**
Click the button below, and we'll try to establish a better connection to the webinar server:
Refresh Connection
- 2 **Try a different web browser**
Sometimes using a different browser is a simple, effective solution.
Chrome Edge Firefox Safari

Joining a Live Session in the Live Event Platform

How to Join a Post-Session Chat

1. Go back to the Education & Activity Portal and find the session
2. Click on the “Discussion Chat” button
3. The Chat & Discussion Group Portal (aka Unified Communications) will come up as a new window where you can begin discussing the session

The image displays two screenshots from the Live Event Platform. The top screenshot shows the 'Education & Activity Portal' for a 'GENERAL SESSION' titled 'Fireside Chat w Navy Chief' on Wednesday, March 24, 2021, from 11:00 AM to 11:30 AM EDT. The portal lists several sessions, including 'Air Force Design & Construction Programs' and 'Army and Air Force Exchange Service, Army Installations Programs'. A 'Discussion Chat' button is highlighted in a pink box. The bottom screenshot shows the 'UNIFIED COMMUNICATION' interface for the 'Department of State Program' chat. A pink box highlights the chat list on the left, with a callout stating 'Chats you've participated in are saved here so you can revisit later!'. Another pink box highlights the text input area at the bottom, with a callout stating 'Type your comments here!'. The interface includes a 'Leave the chat' button, a list of presenters (Angel Dizon and Christine Foushee), and a 'Profile' section for Sara Stehle.