Whova Attendee Computer User Guide
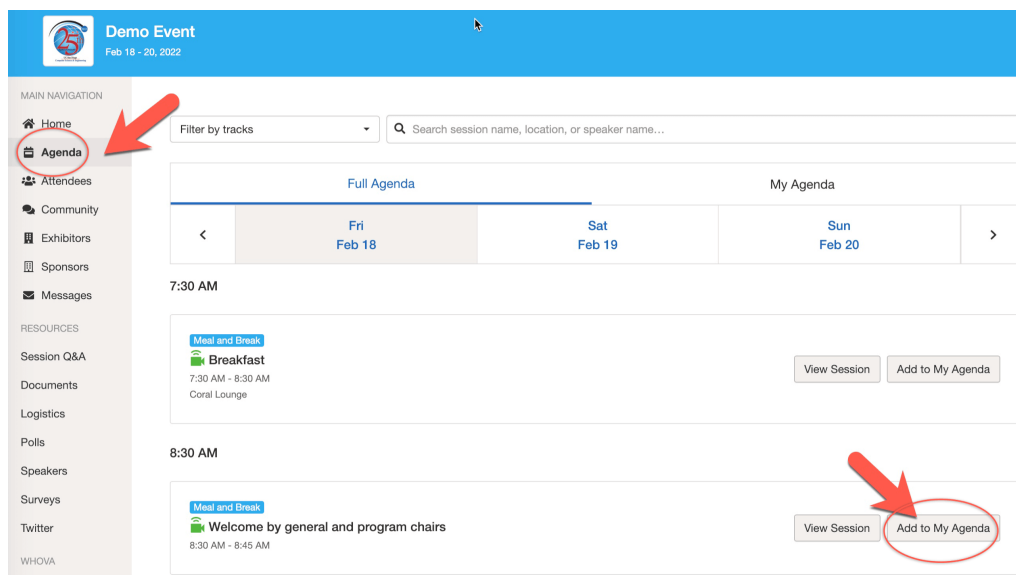
CHIEFS OF ONTARIO HEALTH FORUM

Sign in to Whova

1. Once you have registered, you will receive an email from Whova with instructions for logging into the site. The link looks like https://whova.com/portal/webapp/xxxx/ (for the Health Forum the link is https://whova.com/portal/webapp/cooah_202102/). Click "Sign up here" if you don't have an account yet and fill in your email and password. Make sure to use the email address you used when registering for the event. When logging in, you willautomatically be taken to the conference main page.
2. Edit your profile. Other attendees will use this to network with you if you choose to be included in the attendee list.
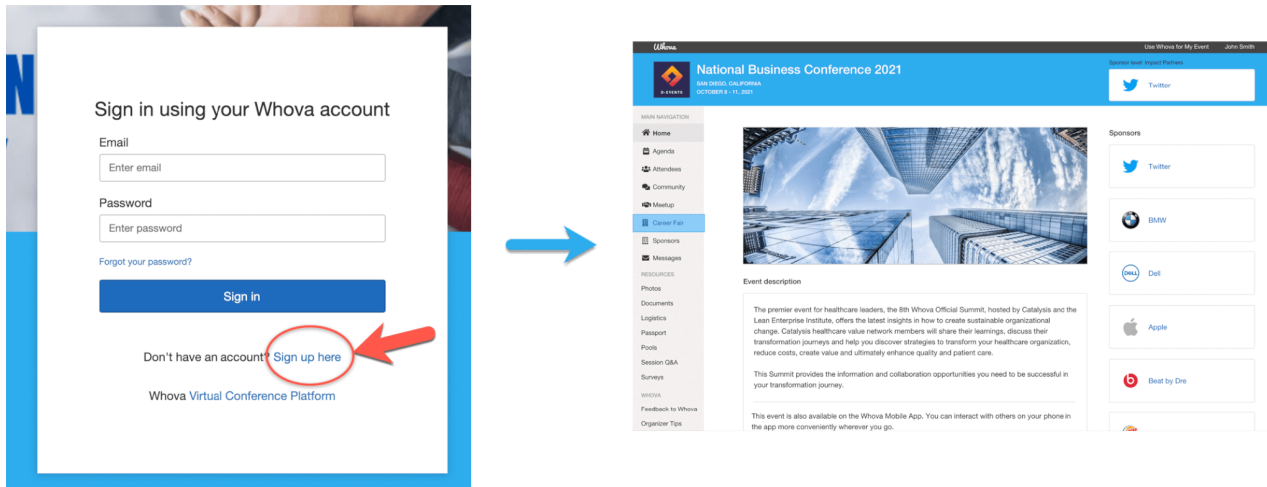
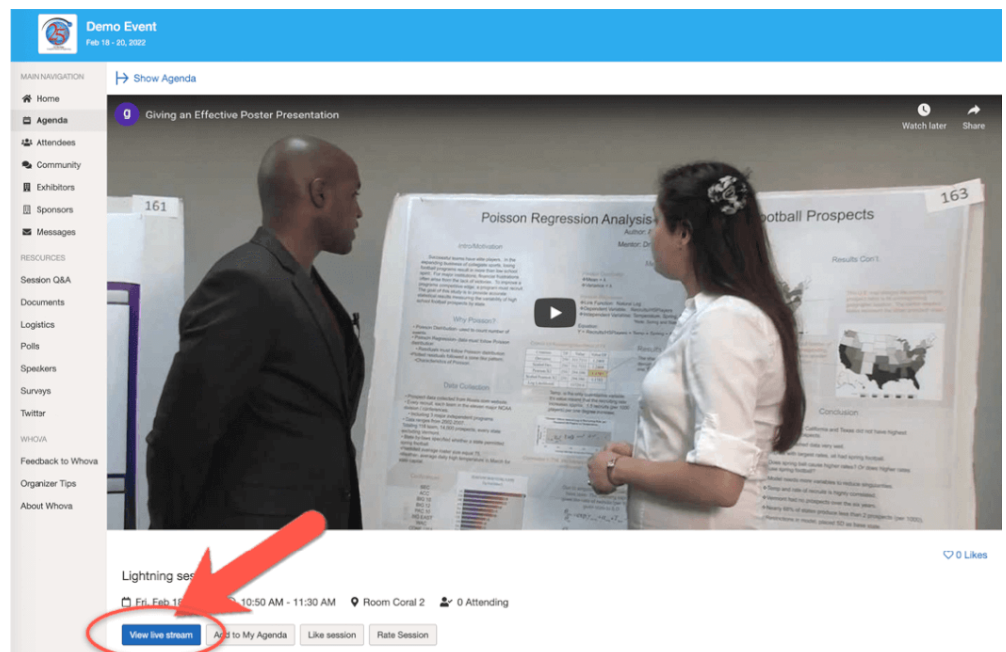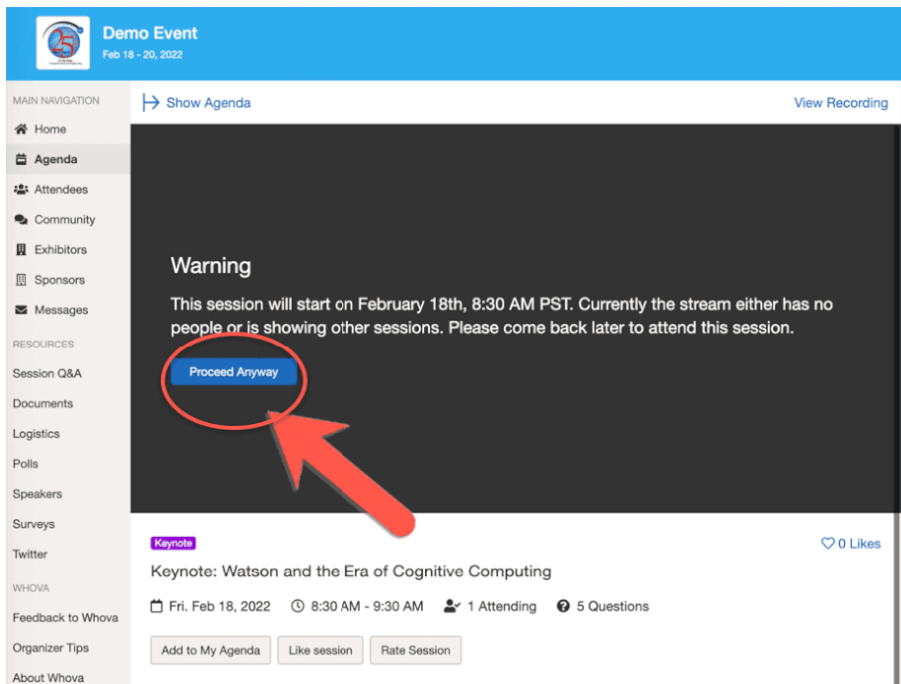## View the agenda and plan your schedule

1. Find the agenda tab on the side 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.

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.

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.

Ask Questions using the Whova Q&A Module

1. You can access three tabs on the right side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the speakers through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board function through Community.

2. You can use this function through the "Session Q&A" tab on the left-hand sidebar underneath Resources.

3. Speakers will respond to questions following their session. The session Chat and Q&A will remain even after the conference has ended to see answers to your questions.
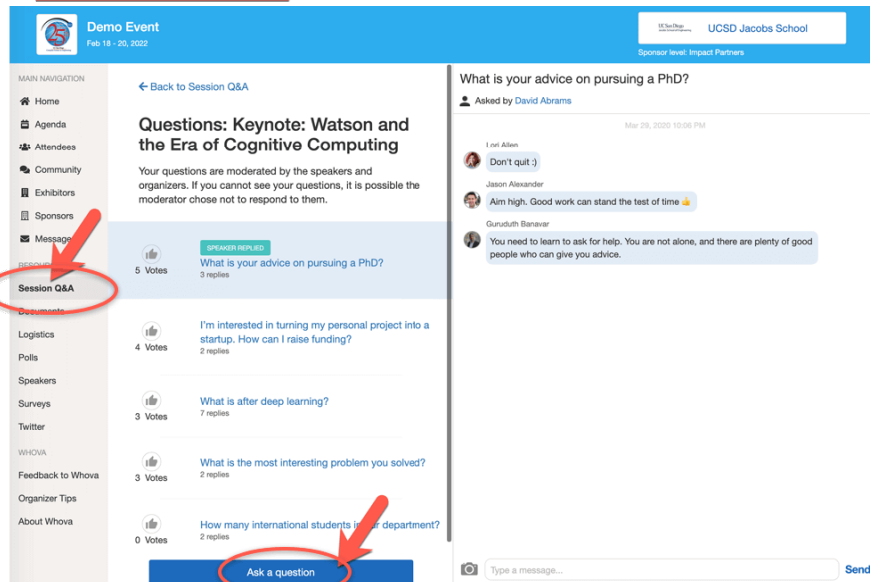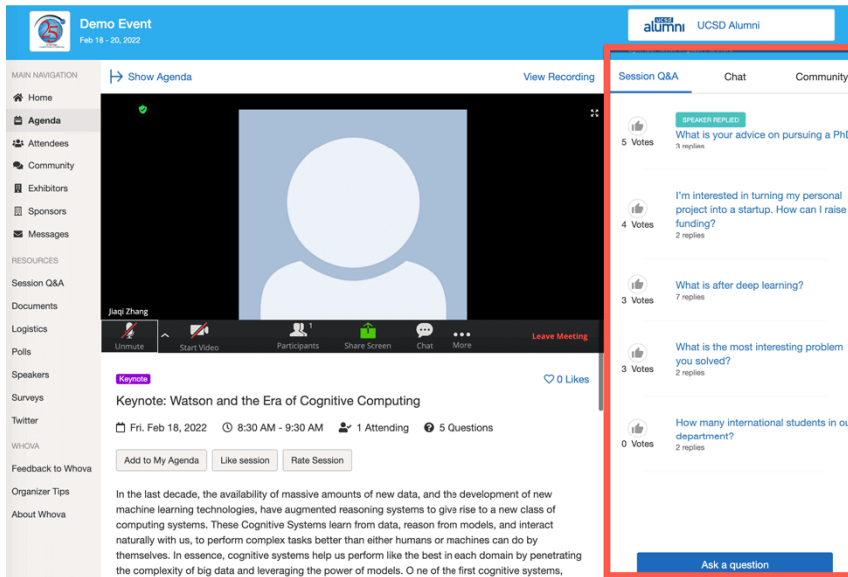
See who is attending the event

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 left side of the screen under "Main Navigation".
3. At the top of the page, you can search attendees by keywords such as company, name, or title.
4. To start a conversation, click "Send Message" to begin a chat.
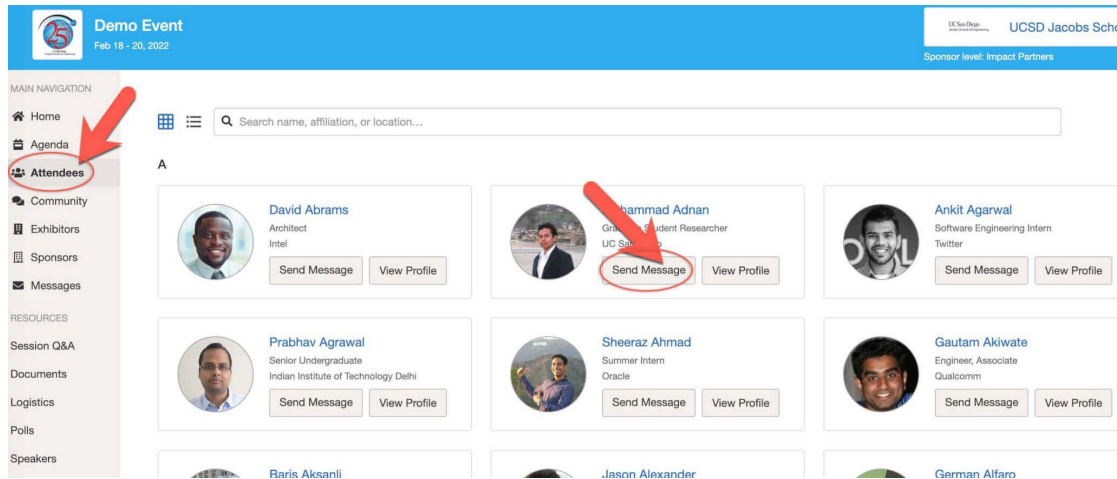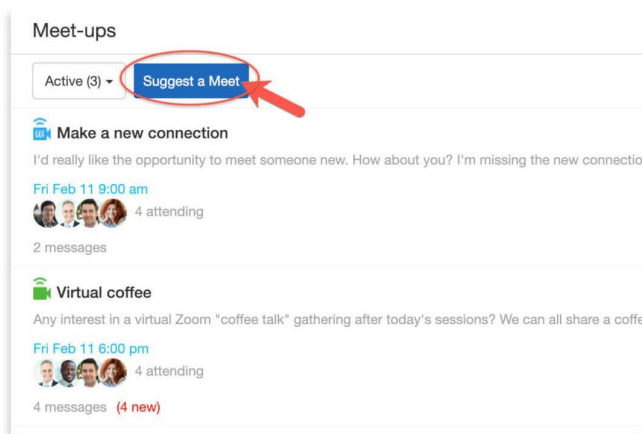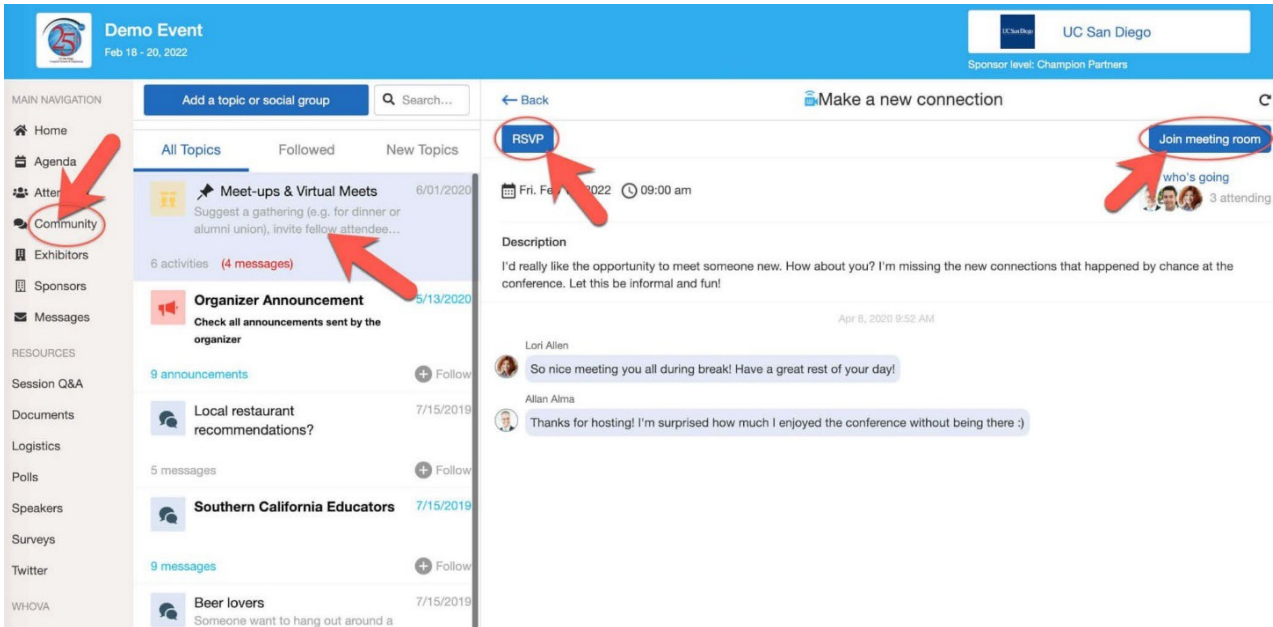

Join discussion on the community board

1. Click the Community tab on the side menu to the left of the screen.
2. Create a new conversation topic or tap 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 are following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.
4. Check the Community board for conference updates and to ask questions.
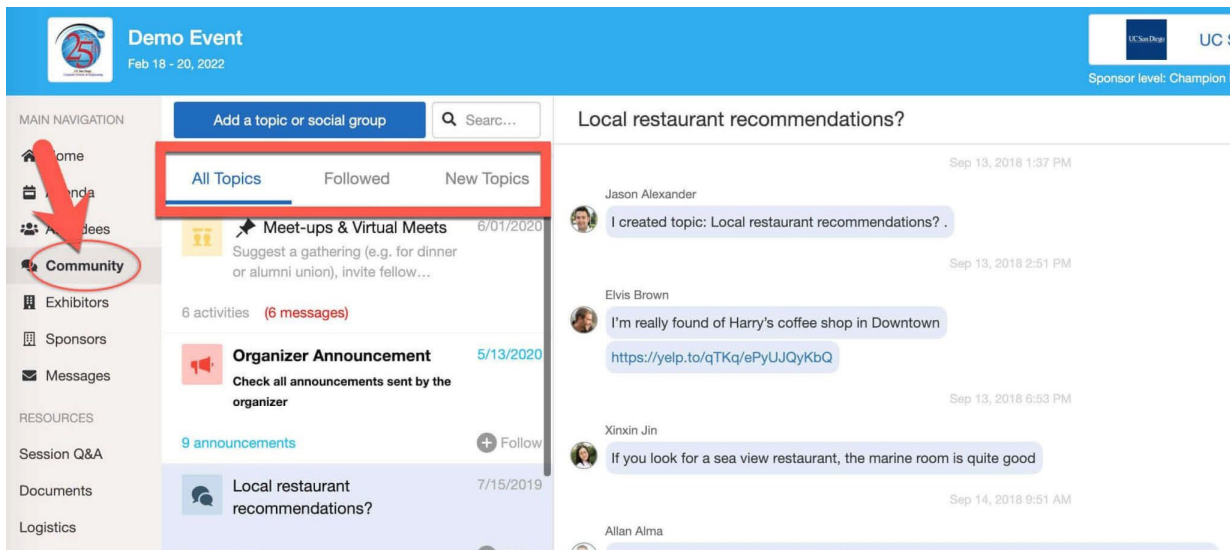
Start or join a virtual meetup

1. Go to the Community Board and find the board for Meetups and Virtual Meets

2. Find the meeting you are interested in, join directly, or click into it to see more details, and then click "RSVP".

3. When the meetup starts, click "Join Meeting Room" to start chatting!

4. You can also suggest a new meetup by clicking "Suggest a Meet" and inputting the details. If you have a meeting link, you can copy-paste there. Otherwise, you can use Whova's virtual meet room.