Attendify FAQ – Attendees

Thank you for joining us for the 2021 Inland Empire/Desert Guided Pathways Summit! Below is an overview of the virtual platform and its features to review prior to the summit.

What is Attendify? How will the platform be used?

Attendify is the virtual platform being used for the 2021 Inland Empire/Desert Guided Pathways Summit. Attendify will allow you to access the summit schedule, watch and participate in the sessions, and network with summit attendees and speakers.

How will I access and login to Attendify?

Please follow the below steps to access the Attendify Platform:

1. The event link will be sent out a week before the summit (week of April 19th). Upon clicking the link, you will be prompted to enter your email address. **Note – Please use the email address that was used to register for the 2021 Inland Empire/Desert Guided Pathways Summit.**

2. Enter your email address and then you will be prompted to create a password. Click Create Account.

3. You will be sent a verification email from Attendify (support@attendify.com). Click the link inside the Attendify email to confirm your account. **Note – The email may go into your spam folder.**

4. After your account has been verified, you will be able to login to Attendify and create your profile for the summit.

We highly recommend for you to login to Attendify upon receiving the link to access the platform during the week of April 19th before the summit. If you have any trouble logging into the platform, please email IEDGPS@designingevents.com.

Attendify Toolbar Overview

Town Hall – The hub or the homepage of the event. You can quickly view the activity stream, the community (attendee list), and access any current or upcoming sessions.

Activity Stream – Is the social feed for the event. Attendees can add comments or images to the stream as well as like or comment on any of the items posted to the stream.

Community – Is the full list of the attendees attending the event. You can view the attendees' profile and send them a message to connect.

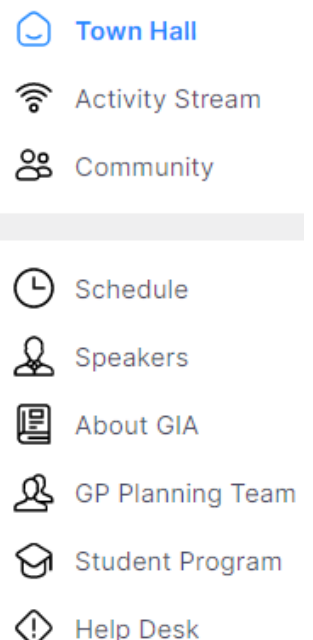**Schedule** – Is where you will access and watch all the summit sessions.

Speakers - Is the full list of the speakers speaking at the event. You can view the speakers' biography; review the list of sessions the speaker is featured in for each day and time of the summit.

About GIA – Learn more about the Growing Inland Achievement (GIA) organization.

Summit Planning Committee – View and learn more about the Guided Pathways Summit Planning Committee.

Student Leadership Institute – Checkout the Guided Pathways Student Leadership Institute taking place in Fall 2021.

Help Desk – For technical support leading up to and throughout the summit, please consult this tab.

- Town Hall
- Activity Stream
- Community
- Schedule
- Speakers
- About GIA
- GP Planning Team
- Student Program
- Help Desk

Attendee Networking Features

Messages: Create and send a private message to attendees.

Notifications: Any notifications sent throughout the summit will appear via the bell icon.

💬 🔔 (LS) **Leah Smith** ⌄

Profile: Access and edit your attendee profile.

How do I create or edit my profile in Attendify?

Select the dropdown arrow next to your name in the upper right corner. Select "Edit" profile. Here you can add your company, job title, biography, contact information and upload a photo. All fields are optional.

Speaker Note – The above applies to attendee profiles only. If any changes are needed to your profile on the Speakers tab, please contact IEDGPS@designingevents.com.

How do I access the schedule and watch the summit sessions?

In Attendify, navigate to the schedule tab, then select schedule. This will show all sessions for the summit.

To watch a session, click on the session you would like to view. You will then see a countdown in the middle of the page. Once the session is live, the countdown will expire, and the session will be viewable.

Are there different views to watch the sessions?

Yes, the sessions can be viewed in 3 different views: normal, half screen or full screen.

Normal: Is the default view of Attendify. No action is needed.

Half Screen: Will collapse the schedule on the left side of Attendify. To view in half screen, hover your mouse over the live session, "Hide List" will appear in the upper left corner. Select "Hide List" to view in half screen mode.

Full Screen – Will take up your entire screen. To view in full screen, select the four expanding arrows ⛶ in the bottom right corner of the session. **Note – In full screen view, you will not be able to view the session chat.**

How do I view the Keynotes and/or Closing Panel Sessions?

In Attendify, navigate to the schedule tab, then select schedule. To watch a session, click on the session you would like to view.
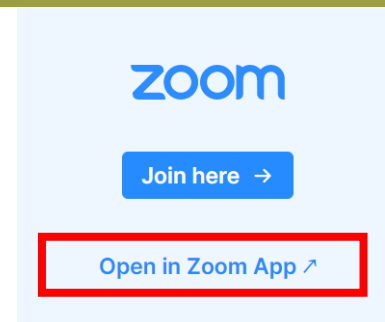
You will then see a countdown in the middle of the page. Once the Keynotes or Closing Panel Session is live, the countdown will expire, and you will be able to view the Keynote and/or Closing Panel Sessions on Attendify.

How do I participate in the 40-Minute Breakouts, 60-Minute Interactive Workshops and the Campus Report Out?

In Attendify, navigate to the schedule tab, then select schedule. Select the session of your choice. **Note - The 40-Minute Breakouts, 60-Minute Interactive Workshops, and the Campus Report Out will be taking place in Zoom Meetings.**

On the session page(s), you will see the Zoom options (shown on the right) in the middle of the page. Select **"Open in Zoom App"** This will take you into the Zoom Meeting. ***Do not select Join Here – you will not have full Zoom Meeting functionally if this option is selected.***

Note – If you are using Safari, you will only see the option "Open in Zoom App"

zoom

Join here →

Open in Zoom App ↗

How do I join and participate in the Campus Team Time and Campus Debrief?

In Attendify, navigate to the schedule tab, then select schedule. Scroll down to the bottom of the schedule and select either the Campus Team Time or Campus Debrief session.

On the Campus Team Time or Campus Debrief sessions, there will be links for each college for the attendees to select and access (please see visual on the right).

Note – The Campus Team Time will take place at the end of the day on Thursday, April 29 and the Campus Debrief will take place at the end of the day on Friday, April 30.

Campus Team Time

Apr 29, 06:00pm - 07:00pm

About

Select your campus link below to join and discuss with your colleagues:

Chaffey College - Click here to join

Crafton Hills College - Click here to join

Which browser should I use?

To attend a virtual meeting on the Attendify platform, we highly recommend using Google Chrome, Mozilla Firefox or Safari.

Is there a mobile app available for the summit?

Yes, Attendify does have a mobile app option available throughout the summit. Download the "Attendify" App in the App Store or Google Play and follow these instructions:

1. In the "Search events" field, type "Guided Pathways"
2. Tap on the "Inland Empire/Desert Guided Pathways Summit" Option
3. Enter your email address and your password
4. Select "+Join" and access the event

If you have any questions, please contact us at IEDGPS@designingevents.com.