CONNECT Online User Guide
For Virtual Glass Summit Attendees
Log in using your registered email address and password.

Use the Email me my password to receive an email if you have forgotten your password.

In the platform you can view your program agenda, create a personalized schedule, attend virtual sessions, network with attendees and more!
DASHBOARD

This is your CONNECT dashboard. Use this screen to navigate to different parts of the platform.

- Click here for program agenda
- Click here for exhibitor listing
- Click here for attendee listing
- Click here for event info
- Messages and other notifications for you
- Social media sites
EVENT OPTIONS

• **Home**: takes you back to the dashboard
• **Program Agenda**: view sessions, attend virtual sessions
• **Happening Now**: view what’s going on now
• **Speakers**: view speaker information
• **Exhibitors**: browse through the exhibitor listing
• **Attendees**: network with other event participants
• **Announcements**: view the alerts published by the event organizer
• **Information**: view general event info
YOUR INFORMATION

OPTIONS AVAILABLE HERE WILL BE DIFFERENT FOR SOME EVENTS

- **My Profile**: manage your account, and privacy settings
- **My Messages**: view and respond to incoming messages
- **My Schedule**: view your personal schedule of sessions, events and appointments
- **My Appointments**: manage your appointments with other attendees and exhibitors
- **Favorites list**: view your favorite exhibitors
- **My Contacts**: view your bookmarked attendees
- **Email My Meeting Info**: send yourself all notes and personal data captured using the platform
PROGRAM AGENDA CALENDAR

- View sessions by track
- View sessions by time
- View your personal schedule

Switch between a list and a calendar view. Calendar defaults to current date, use this to scroll.

Sessions are color coded by track.

Date and times are displayed in YOUR time zone.
PROGRAM AGENDALIST

- View sessions by other filters
- Select a session to view more details
- View your personal schedule
- Switch between a list and calendar view

Free form search

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Start Date</th>
<th>Time</th>
<th>Conference track</th>
</tr>
</thead>
<tbody>
<tr>
<td>The only workshop you need to attend</td>
<td>Fri, Jun 19, 2020</td>
<td>02:30 PM - 03:30 PM</td>
<td></td>
</tr>
<tr>
<td>Partnering with Parents and Families of First-generation College Students</td>
<td>Sat, Jun 20, 2020</td>
<td>08:30 AM - 10:30 AM</td>
<td>FGSS</td>
</tr>
</tbody>
</table>

Date and times are displayed in YOUR time zone.
MY SCHEDULE

- View sessions by time
- Add a personal event
- Send yourself an email with a calendar
- Switch between list and calendar view
AGENDA DETAILS

Use these actions on all screens to perform tasks such as creating your own schedule, adding notes, sharing information about the session, etc.

This is where you would join the virtual session 15 minute prior to the session start.
JOINING A VIRTUAL SESSION: WEBINAR

- You will see this message if you try to join a session ahead of time.
- You cannot be seen or heard during the sessions. Use the options available on the right panel to communicate with the presenter or other participants.
- Close the screen and select the last option on the next screen if you are having difficulties.
- Your presenter will make some of these options available to you. You can chat, ask questions and respond to polls. Try adjusting your browser Zoom level if you do not see these options.
VIRTUAL CONFERENCE FUNCTIONS

**Chat**: Post comments to the group under the ‘Public,’ tab or select an individual under the ‘Private’ tab

**Q&A**: Post questions to the speaker to respond publicly or directly

**Polls**: Respond to multiple choice polls

**Handouts**: Download any files added by presenter
JOINING A VIRTUAL SESSION

You cannot be seen or heard during the sessions. Use the options available on the right panel to communicate with the presenter or other participants.

Use this option if you had difficulty connecting.
ATTENDEES

View a listing of all the meeting attendees, and select a profile to see more information, send a message, or request an appointment.
Select the ‘Information’ option to see all important event information.
MY PROFILE

Upload a photo that will be visible to all other platform users.

You can control what information about you, other attendees can see. The default setting DOES NOT display your email or phone. Uncheck the Display in ATTENDEE LISTING if you do not want to be listed.

Other attendees can message and request to meet with you. When they do, you will also receive an email notification. Attendees cannot network with you if you are not listed in the ATTENDEE LISTING.