

Virtual Platform Guide

### **Technical Requirements**

Web Browser: Firefox 20 or higher, Safari 6 or higher, Chrome 26 or

higher. Internet Explorer is NOT recommended

Mobile Operating System: Minimum of Android 4.1.3 or iOS 8

Processor Speed: 2 GHz or higher

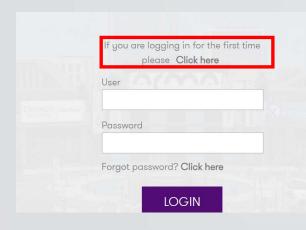
**RAM:** 2 GB of system memory

Resolution: 1280 x 1024

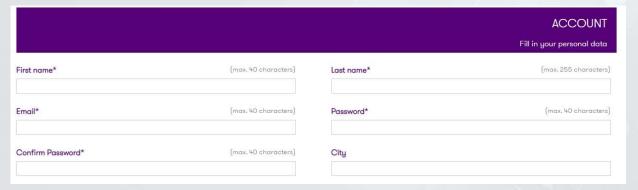
Bandwidth: 4 Mbps suggested

# Profile Set-Up: First Time Logging In

All virtual conference attendees must set up their profile before logging in to the virtual platform for the first time.

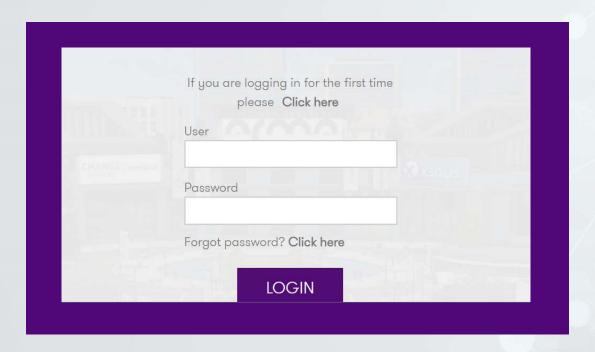


- Step 1) Go to acmanational.easyvirtualfair.com
- Step 2) "Click here" next to "If you are not registered yet"
- Step 3) Fill out your profile to set up your account login. You must use the same email that you used to register for the conference.
- Step 4) Log in to the conference with the account information you just created.



# Where do I log in?

The link to log in to the ACMA National Conference virtual platform is <u>acmanational.easyvirtualfair.com</u>.

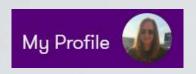


# What is my password or how do I retrieve my password?

Your password is the one you set on your initial login (page 3). If you can't remember that password, click Forgot Password from the login screen.

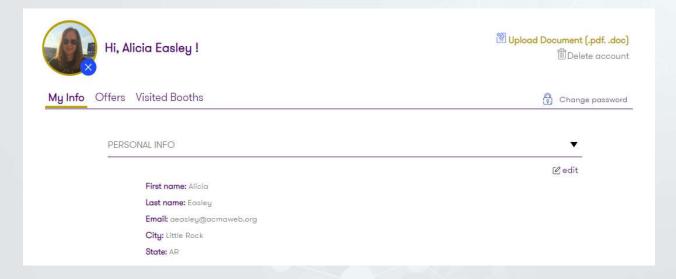
	If you are logging in for the first time please <b>Click here</b> User	
CHANGE	Password	
	Forgot password? Click here	
	LOGIN	

## How do I update my profile?



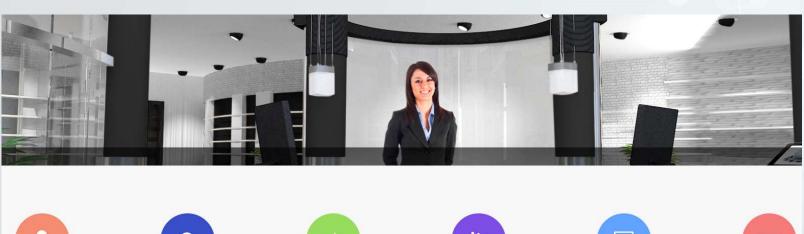
Step 1) Click on My Profile at the top right of your screen from anywhere in the platform.

- Click Edit to update your personal information.
- Click Change Password to change your password.
- Click Offers to see what offers and giveaways you have taken advantage of.
- Click Visited Booths to see which booths you have visited.



#### What is the ACMA Info Stand?

The ACMA Info Stand is where attendees can access ACMA Quick Links, interact with ACMA social media, access FAQs, send a message to ACMA, and access a session calendar.













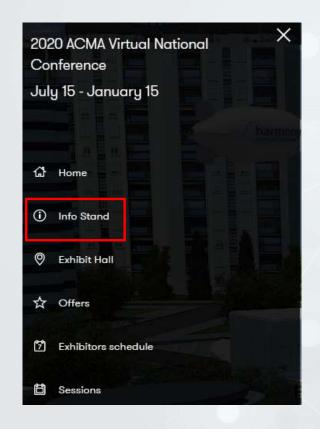


#### How do I access the ACMA Info Stand?

**Step 1)** Click on Menu in the top left of your screen. You can always access the Menu from wherever you are in the platform.



**Step 2)** Click on Info Stand from the Menu options



#### What is the ACMA Solutions Center?

The ACMA Solutions Center is a place where attendees can learn more about ACMA offerings like membership benefits, ACMA's educational tools, certifications, and more!

We will also host live content expert chats and post helpful links at the Solutions Center. Don't forget to check it out in the Exhibit Hall!

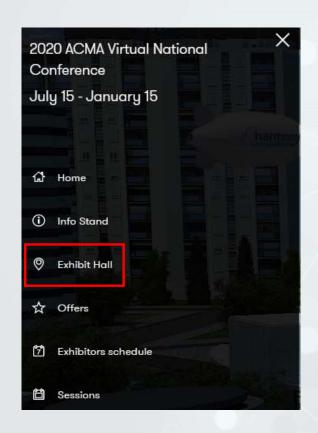


#### How do I access the Exhibit Hall?

**Step 1)** Click on Menu in the top left of your screen. You can always access the Menu form wherever you are in the platform.



**Step 2)** Click on Exhibit Hall from the Menu options

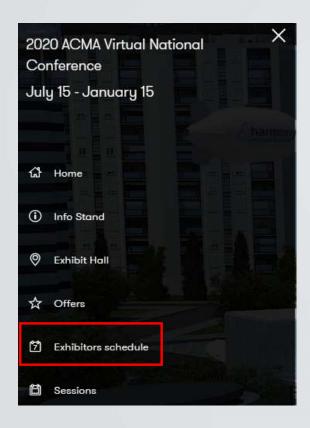


#### What is offered in the Exhibit Hall?

The Exhibit Hall is where attendees and sponsors/exhibitors can interact. Attendees can also:

- Visit the ACMA Solutions Center
- Access exhibitors live chat schedule
- Live chat with exhibitors
- Take advantage of exhibitor offers and giveaways
- View exhibitor videos
- Download brochures

# How do I see when ACMA and exhibitors are available for live chats?





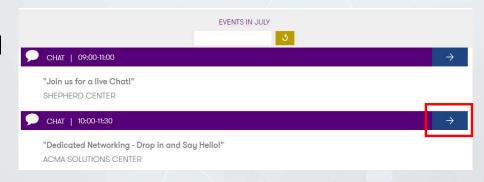
You can also access live chats through the exhibitor's booth in the Exhibit Hall or through the Public Chat feature.

Step 1) Click on Exhibitors Schedule from the Menu.

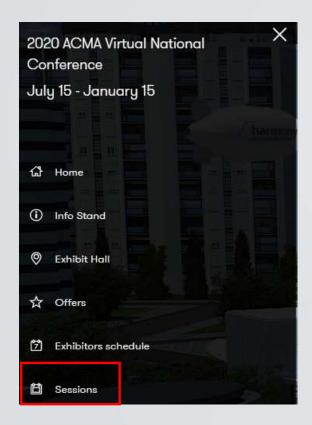
Step 2) Click on the date from the calendar.

Step 3) Scroll through live chats.

Step 4) During the live chat, click on the blue arrow to attend.



#### How to I attend live sessions?



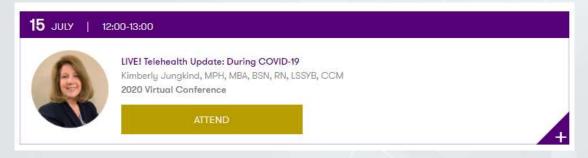
Step 1) Click on Sessions from the Menu.

Step 2) Check the time of the live sessions.

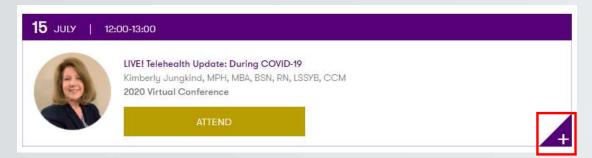
Step 3) Click on Attend

Step 4) Follow the Zoom instructions to access the live webinar.

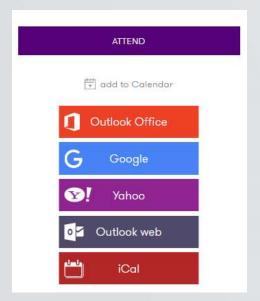
We recommend that attendees join at least 10 minutes early, so they don't miss important information.



## How do I add a live session to my calendar?

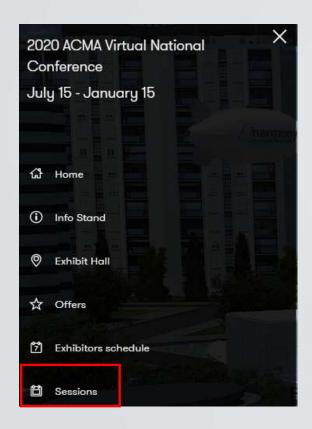


Step 1) Click on the + on the live session you would like to add to your calendar.



Step 2) Hover over Add to Calendar, click on your email's corresponding calendar invite link from the list of options.

#### How to I attend on-demand sessions?

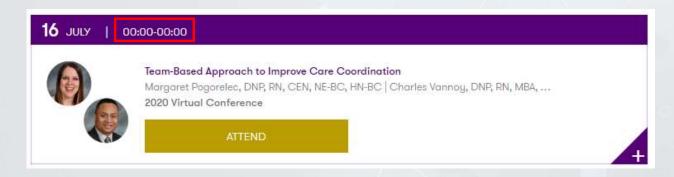


Step 1) Click on Sessions from the Menu.

Step 2) Click on Attend

Step 3) Follow the on-screen instructions for Continuing Education credit.

You will notice that all On-Demand sessions do not have a start and end time. This means you can access the session at any time.



# How do I earn Continuing Education for the live sessions I've attended?

An attendee must attend a live session to earn continuing education.

Within 24 hours of a live session, attendees will receive an email with instructions on how to access their evaluation account, fill out the session evaluation and obtain their certificate.

For more information on conference continuing education, you can visit the <u>conference CE page</u>.

# How do I earn Continuing Education for the on-demand sessions I've attended?

Before an attendee can access an on-demand session, they must enter the email used to register for the conference.



Upon completion of the on-demand session, an attendee will be directed to click Finish, which will take them to their evaluation account to complete the post-test and evaluation.



# How do I chat privately with other attendees

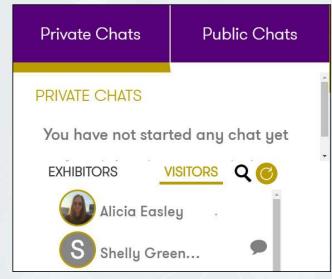
or exhibitors?

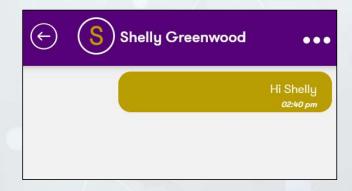


**Step 1)** Click on Chat in the bottom right of your screen. You can always access the Chat from wherever you are in the platform.

**Step 2)** Click on Private Chats, select Exhibitors or Visitors (for attendees) and search for the individual's name, click on their name to start chatting!

The individual must be logged into the virtual platform to chat. Private chats are not saved, but you can export your chat if you want to refer to it later.

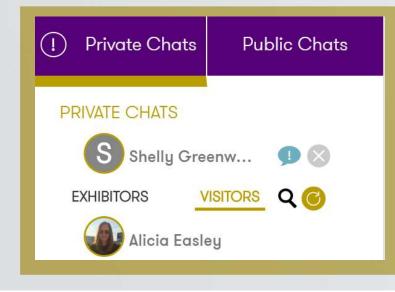




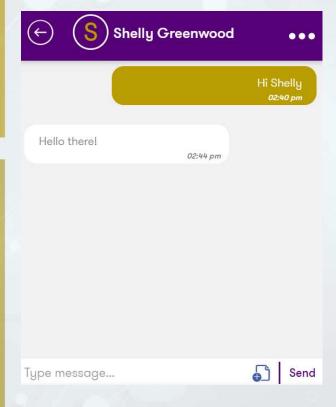
# How will I know if I get a chat from someone?

Each time you get a new chat, a red circle will appear next to the chat bar and a sound will alert you.





When you open the chat, you will see an alert next to the person's name who chatted you. Click on their name to see their message.



## How do I export a chat to reference later?



To export a text file of your chat, click on the three dots, next to the individual's name.

Click Export Chat, and a .txt file will download to your computer.

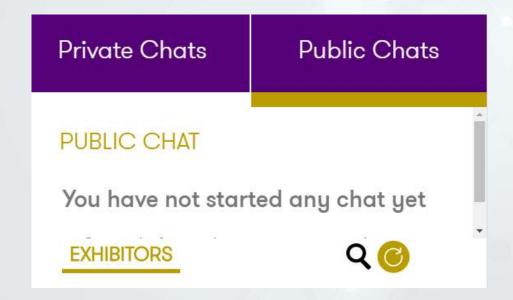


## How do I join a public chat?

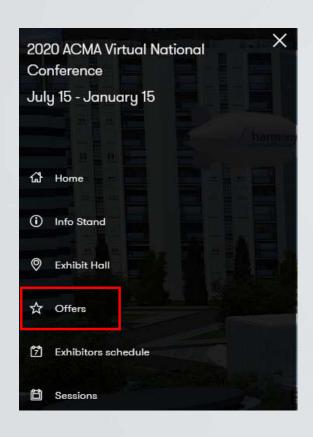


**Step 1)** Click on Chat in the bottom right of your screen. You can always access the Chat from wherever you are in the platform.

**Step 2)** Click on Public Chats, search for ACMA or exhibited companies that are online. Click on their name and you can view the chat and send a message.



#### What are offers?



Offers are exhibitor giveaways and other offerings. You can enter the giveaways and find out more about each offer by visiting the exhibitor booths in the Exhibit Hall or by clicking on Offers from the Menu.

