

September 1 - 30, 2020

## **Quick Start Guide**

# How do I use the virtual convention platform?

## Login using your personalized login credentials to access all features.

Click Login in the upper right corner of the interactive platform. Enter the email you used to register and your Registration ID located in your registration confirmation. If you have misplaced your registration confirmation email, you can click Forgot Registration ID to resend that email to yourself.

#### **Browse the On-Demand sessions**

This feature allows you to search and view all recorded sessions. Click the *Education Sessions* link from the menu for a complete session listing. You can filter to Browse by Title or by Speaker to narrow down the selections. Click the title of any session to view its full details.

#### Create a personalized schedule (optional)

You can build a personalized schedule by clicking the gray star next to it. This will "favorite" that session and add it to your personalized schedule. This can be a good way to save a session you don't want to overlook. Your personalized schedule can be found by clicking on your name in the upper right corner of the web page.

## Search for other attendees for virtual networking opportunities

You can search for other attendees, speakers, exhibitors, or sessions by typing their name in the search bar at the upper right of the web page.

## **Browse the Virtual Trade Show**

Browse the exhibit hall by selecting Trade Show from the menu and favorite the booth profiles you want to view/contact. Conduct searches by Company name or Category. Participate in the trade show Scavenger Hunt to earn CEUs and the chance to win prizes!

#### **Technical Issues**

#### I can't see the video on the on-demand sessions?

The most common reason for video to be blocked is due to security/firewall issues. If you are unable to access the on-demand content, please try:

- Refreshing your browser
- Joining through an alternate web browser Chrome or Firefox are recommended
- Joining with an alternate computer or tablet not on your company's network
- Contact Cadmium at 410-638-9239 or <a href="mailto:support@cadmiumcd.com">support@cadmiumcd.com</a> for additional assistance