



# Virtual Engagement Platform How To

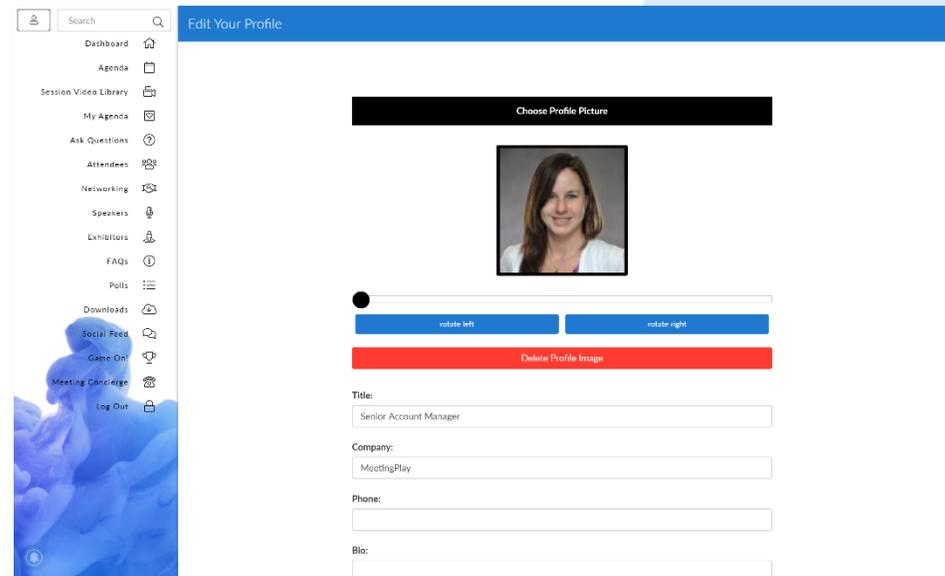
How to

# Edit Your Profile

When you first log into the platform, you will be prompted to tell us a bit about yourself by completing your profile. Your profile will be pre-populated for you with data collected during the event registration process. Feel free to edit, remove, or add to the existing data. Don't forget to upload a profile photo!

From the profile page you can also edit your notification settings, or set your profile to private if you wish to opt out of networking. If your profile is set to private, you will not be visible on the attendee list and other participants won't be able to chat with you.

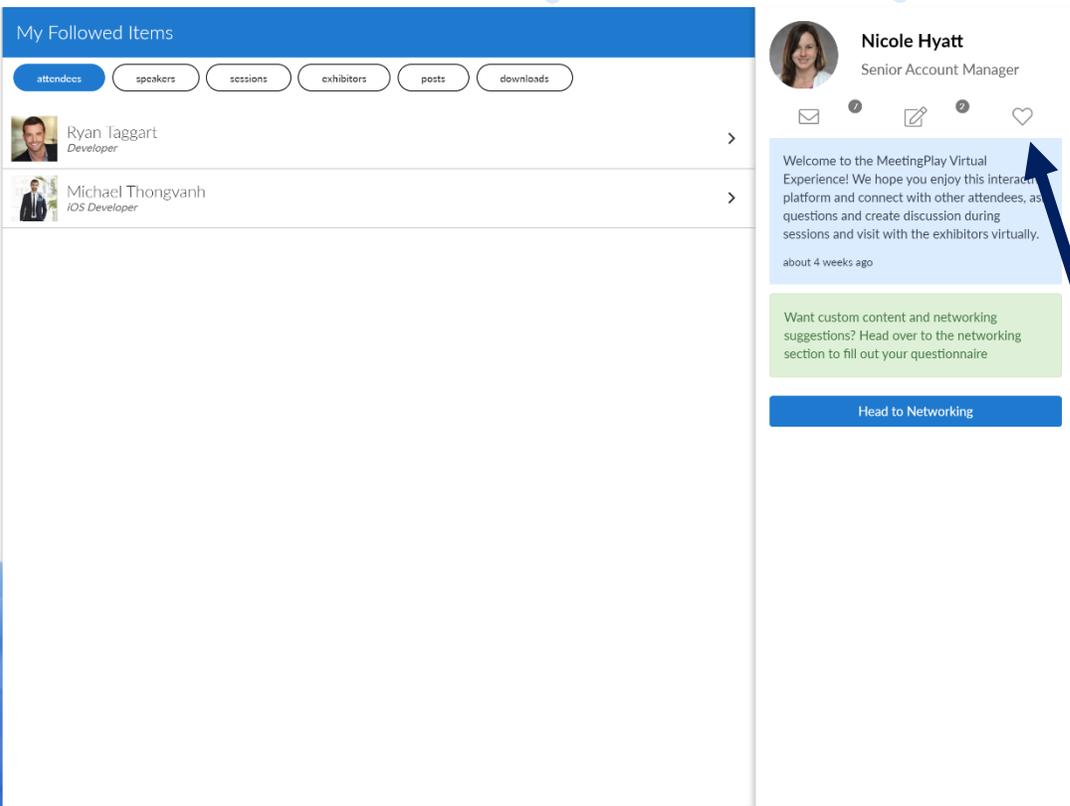
If you didn't complete your profile when you first logged into the site or would like to make edits, simply open the user panel via the user icon in the top left corner and select the **edit profile** button.



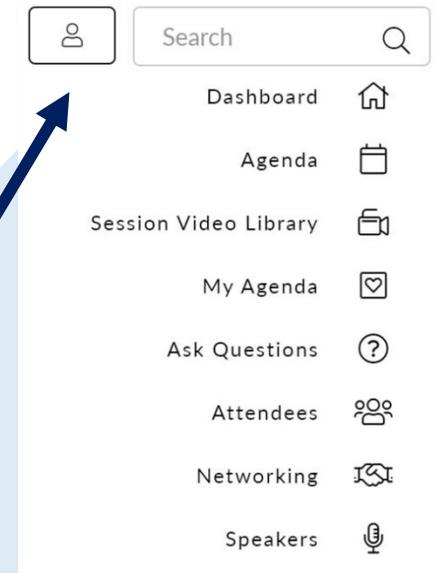
How to

# Create & Access Favorites

Throughout the platform you can favorite sessions, speakers, attendees, sponsors, social feed posts, and downloads.

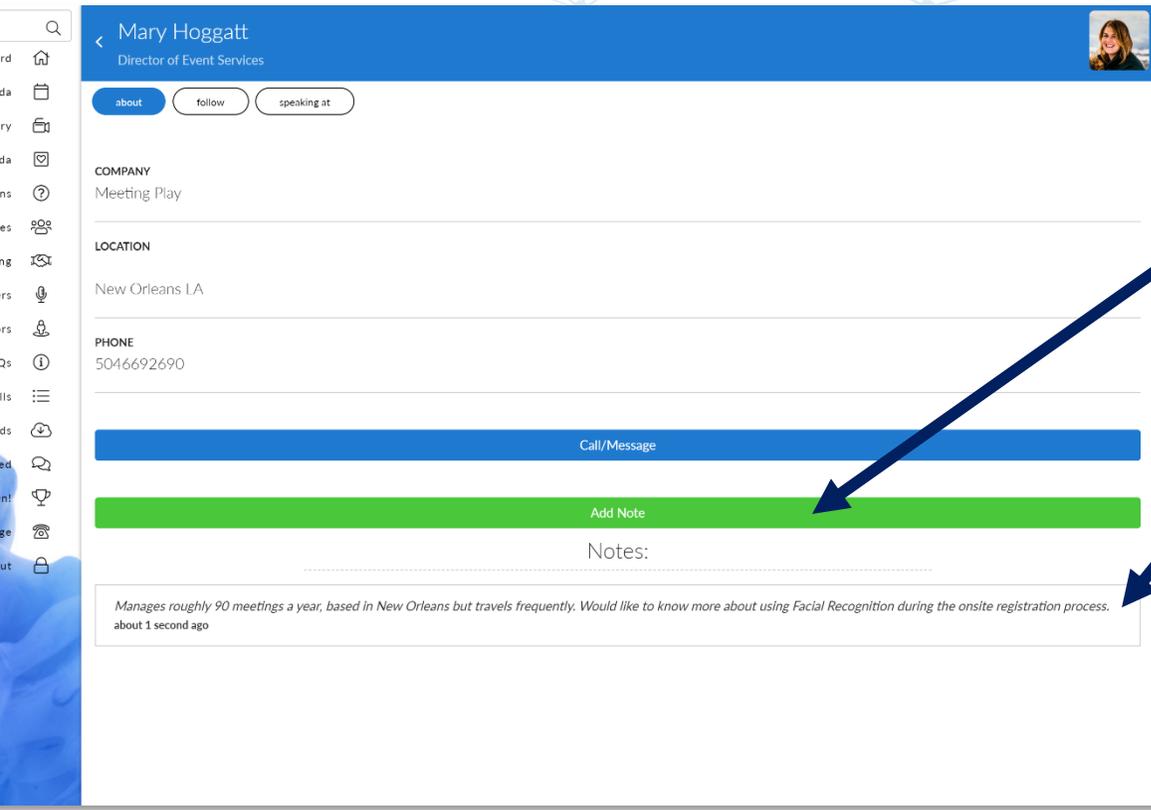


- Favorite something by clicking the **Heart** icon to the left of the item.
- Access your favorites at any time by visiting your user panel. Tap the person icon in the top left corner to open the panel.
- Tap the **Heart** icon to view all of your favorited items



# How to Take Notes

Notes can be taken at any time on Sessions, Attendees, or Downloadable Materials.



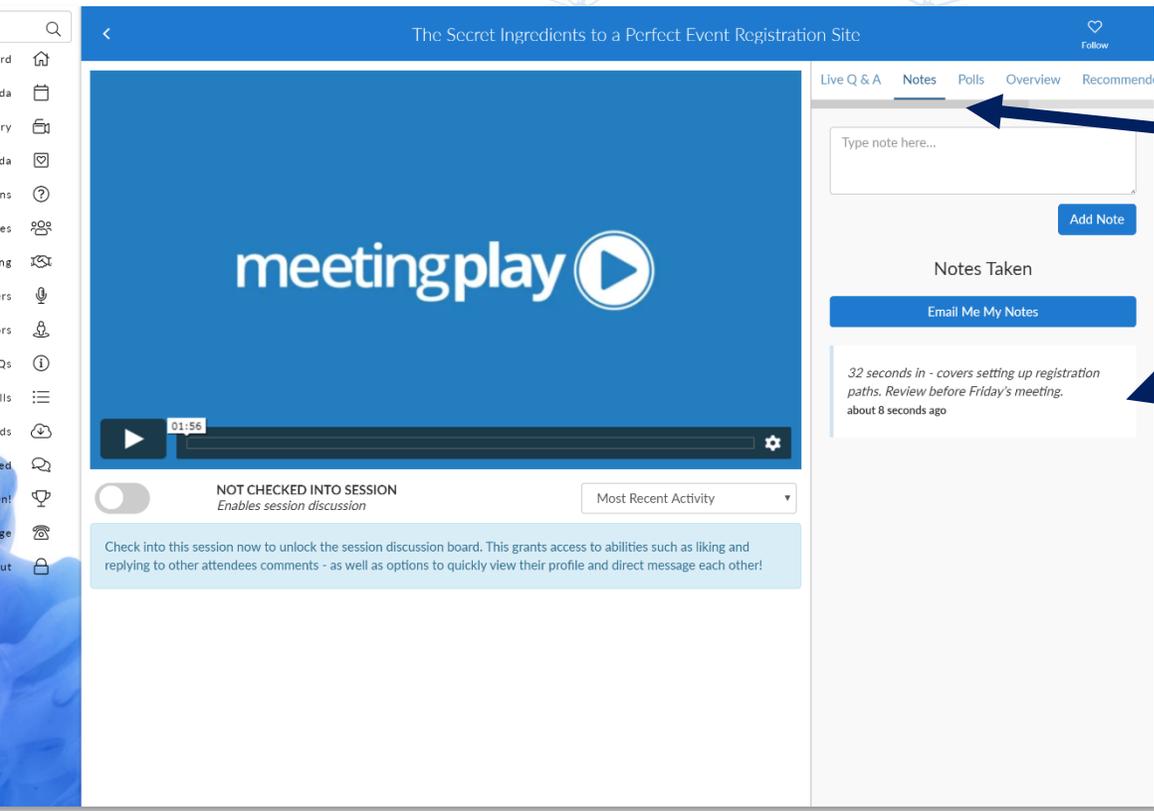
## Attendees

- From the attendee profile page, tap the **Add Note** button to start taking notes
- Notes taken on that attendee will be visible on their profile and in your Notes page, which is accessible via your user panel.



# How to Take Notes

Notes can be taken at any time on Sessions, Attendees, or Downloadable Materials.



The screenshot shows the MeetingPlay interface for a session titled "The Secret Ingredients to a Perfect Event Registration Site". The interface is split into two main sections. On the left is a video player with the MeetingPlay logo and a play button. Below the video player is a toggle switch labeled "NOT CHECKED INTO SESSION" with the subtext "Enables session discussion". Below this is a notification box that says "Check into this session now to unlock the session discussion board. This grants access to abilities such as liking and replying to other attendees comments - as well as options to quickly view their profile and direct message each other!". On the right is a sidebar with tabs for "Live Q & A", "Notes", "Polls", "Overview", and "Recommendations". The "Notes" tab is selected. It contains a text input field with the placeholder "Type note here..." and an "Add Note" button. Below this is a section titled "Notes Taken" with a button "Email Me My Notes". A note is displayed: "32 seconds in - covers setting up registration paths. Review before Friday's meeting. about 8 seconds ago". Two blue arrows point from the text on the right to the "Notes" tab and the note itself.

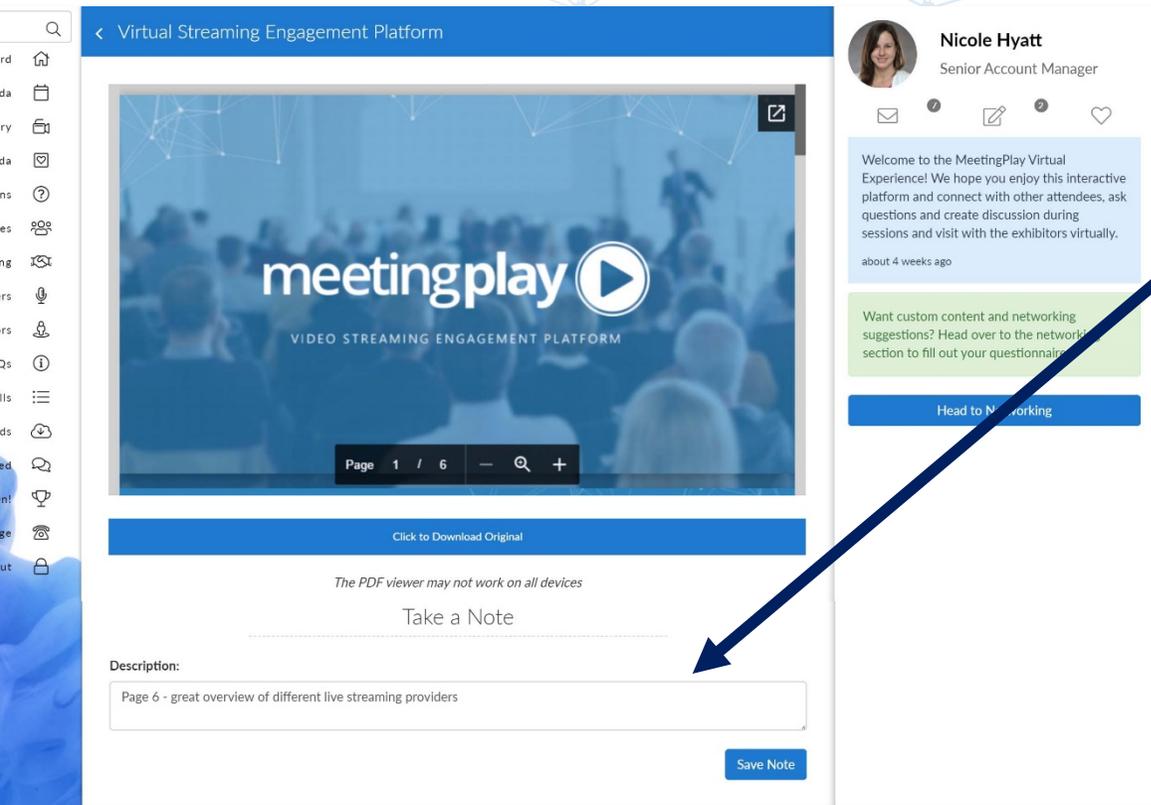
## Sessions

- In the right hand panel on the session page, click into the **Notes** tab
- Notes taken on that session will be visible on the session and in your Notes page, which is accessible via your user panel.



# How to Take Notes

Notes can be taken at any time on Sessions, Attendees, or Downloadable Materials.



The screenshot displays the MeetingPlay interface. On the left is a navigation sidebar. The main content area is titled 'Virtual Streaming Engagement Platform'. It features a video player showing a 'meetingplay' logo and 'VIDEO STREAMING ENGAGEMENT PLATFORM'. Below the video is a 'Click to Download Original' button and a note: 'The PDF viewer may not work on all devices'. A 'Take a Note' section is highlighted with a blue arrow, containing a text input field with the text 'Page 6 - great overview of different live streaming providers' and a 'Save Note' button. On the right, a user profile for 'Nicole Hyatt, Senior Account Manager' is visible, along with a welcome message and a 'Head to Networking' button.

## Downloads

- Notes can be taken on any files by using the notes section below the document viewer.
- Notes taken on that file will be visible on the document and in your Notes page, which is accessible via your user panel.



# How to Access Notes

The screenshot displays the 'My Notes' section of the MeetingPlay app. At the top, there is a blue header with 'My Notes' and a search icon. Below this is a button labeled 'Email Me My Notes'. The main content area is divided into two sections: 'Session Notes' and 'Attendee Notes'. Under 'Session Notes', there is a note titled 'The Secret Ingredients to a Perfect Event Registration Site' with a right-pointing arrow. Under 'Attendee Notes', there is a note for 'Mary Hoggatt' with a right-pointing arrow. To the right of the notes is a user profile for 'Nicole Hyatt', Senior Account Manager. The profile includes a profile picture, a welcome message, and a 'Head to Networking' button. A blue arrow points from the text 'Tap the notepad icon to open your notes' to the notepad icon in the profile's action bar.

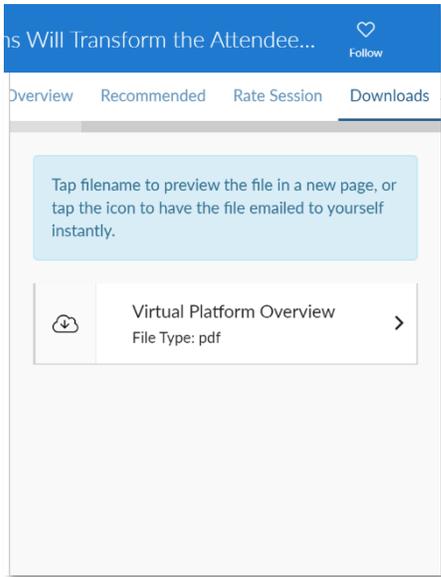
- Your notes can be accessed at any time by visiting your user panel. Tap the person icon in the top left corner to open the panel.
- Tap the notepad icon to open your notes
- Click into the note to view it on the relevant attendee, session, or file.
- To export your notes, tap the **Email Me My Notes** button at the top of the page.

The screenshot shows the navigation menu of the MeetingPlay app. It features a search bar at the top with a magnifying glass icon. Below the search bar is a list of menu items, each with a corresponding icon: 'Dashboard' (home icon), 'Agenda' (calendar icon), 'Session Video Library' (video camera icon), 'My Agenda' (heart icon), 'Ask Questions' (question mark icon), 'Attendees' (group of people icon), 'Networking' (network icon), and 'Speakers' (microphone icon). A blue arrow points from the text 'Tap the person icon in the top left corner to open the panel.' to the person icon in the top left corner of the menu.

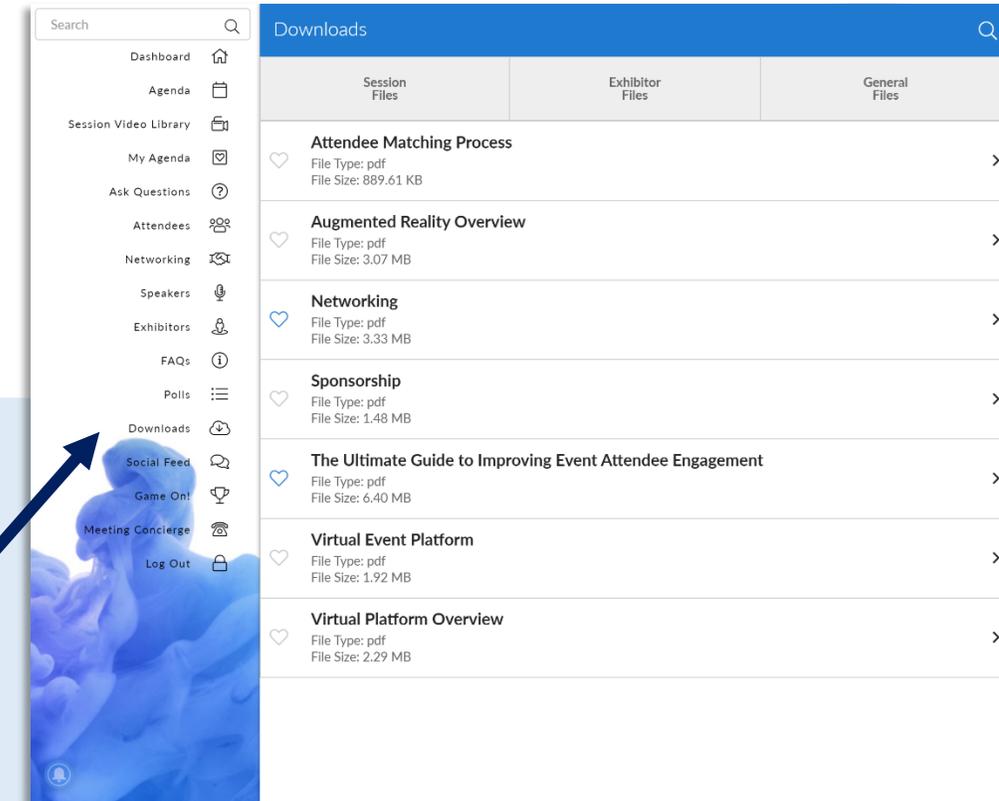


# How to Access Files

Downloadable materials can be found on a session page, sponsor page, or the **Downloads** section of the platform.



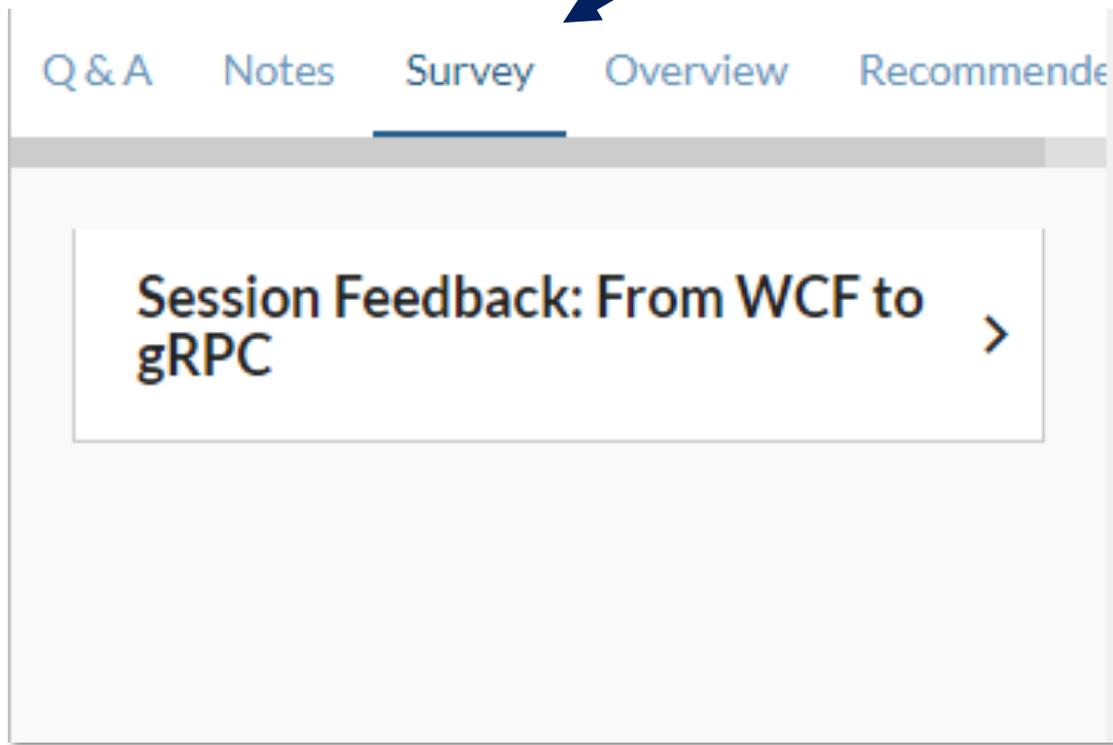
- From the session page, click the **Downloads** tab in the right hand navigation to see all files associated to that session.
- Click into file to preview it and take notes, or click the download button to open and save the original file to your device.
- All available materials on sessions, sponsors, or general files can be found via the **Downloads** section of the platform.



How to

# Provide Session Feedback

We want to hear your feedback! After a session is over, visit the **Survey** tab in the right side panel of the session.



- Use the Survey tab to access the session specific survey and answer questions based on your experience.
- Earn points for every session you attend and extra points for providing feedback.
- Can't answer immediately, these will be available to answer anytime during the event.



How to

# Check in & Post Comments

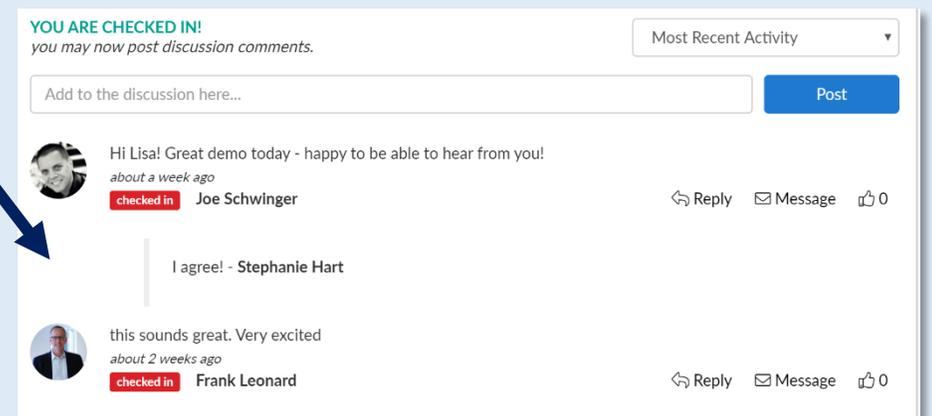
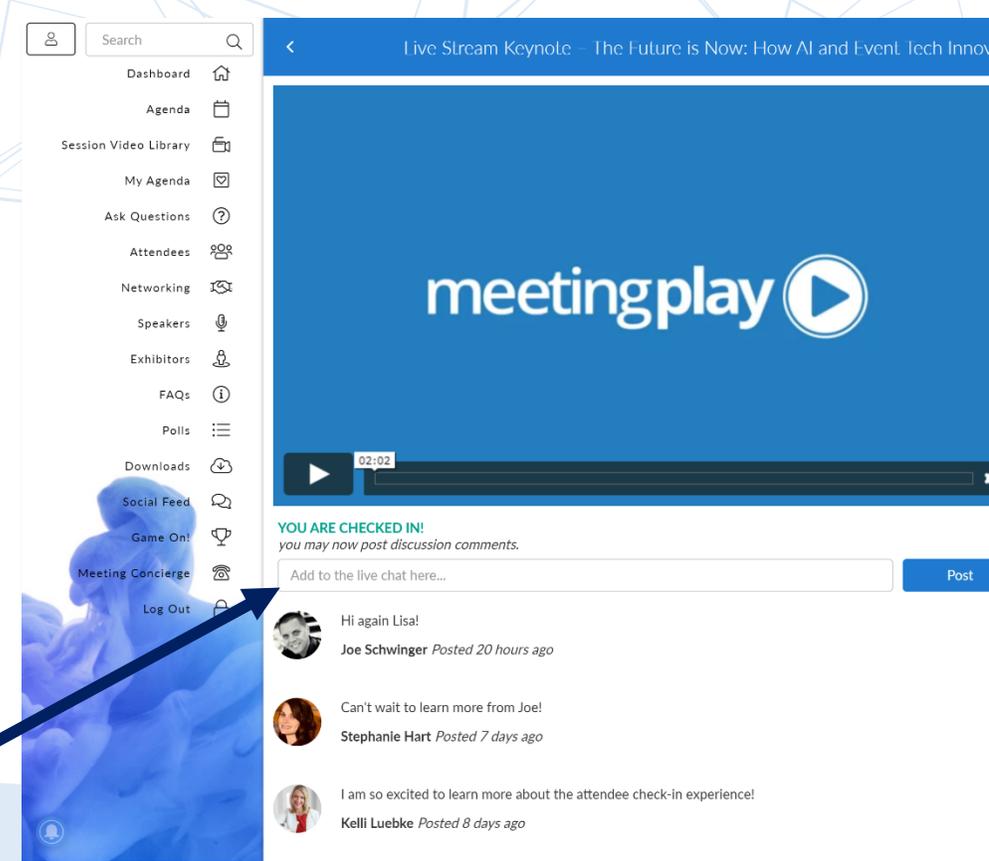
Check into a live or on demand session to join the session discussion.

- When entering the session, tap the toggle to check into the session and activate the discussion board.



**NOT CHECKED INTO SESSION**  
*Enables session discussion*

- **Live Sessions:** Once checked into a live session, you can add a new post to the discussion, and view posts from other attendees.
- **On-Demand Sessions:** Once checked into an on-demand session, you will have the ability to add new posts to the discussion. You can also view and interact with other attendee's posts by liking, replying, or hitting the message button to message or start a video call with them.



How to

# Take Part in Q&A

Submit questions to the presenter during a session.

The screenshot shows the MeetingPlay Q&A interface. At the top, there's a blue header with the session title "The Future is Now: How AI and Event Tech Innovations Will Transform the Attendee..." and a "Follow" button. Below the header, there are navigation tabs: "Q & A", "Notes", "Overview", "Recommended", and "Rate Se...". The main content area is divided into two panels. The left panel features the MeetingPlay logo and a "Post" button. The right panel is titled "Have a Question?" and includes a text input field, an "Ask Your Question" button, and a "View Just My Responses" button. Below these buttons, there are two questions listed. The first question, by Stephanie H. (5/19/20 1:32pm), asks "How do you see AI being used differently for virtual events versus onsite events?" and has 1 vote. The second question, by Nicole H. (5/20/20 10:18am), asks "What are some good tactics for introducing AI to attendees who are wary?" and has 0 votes. A "View Responses" button is visible below the first question.

- In the right hand panel of the session, visit the Q&A tab to take part in Q&A
- From this tab you can submit new questions, or vote up another attendee's question if you have the same one. Questions with the most votes will filter to the top of the list.
- If the presenter has responded to your question, you will see a "View Responses" button below the question. Tap that button to view the presenter's response. You will also be able to view the presenter's responses to other attendee's questions.
- Use the "View Just My Responses" button to filter the list of questions to just yours.



How to

# Chat with Attendees

Reach out to other meeting attendees to connect virtually via messaging or video chat.

The screenshot displays the MeetingPlay interface. On the left, a user profile for Kelli Luebke, Business Development Manager at MeetingPlay, is shown. The profile includes a blue header with the name and title, buttons for 'about', 'follow', and 'speaking at', a 'View LinkedIn Profile' button, and sections for 'COMPANY', 'PHONE', and 'BIOGRAPHY'. At the bottom of the profile are 'Call/Message' and 'Add Note' buttons. On the right, a chat window is open, featuring a 'Start Video Call' button, a 'Close Profile Panel' button, a circular profile picture of Kelli Luebke, her name and title, a message input field with the placeholder 'Your Message', and a 'Send' button. The chat window also displays the text 'This is the beginning of your conversation'.

- You can tap the **Chat** button directly from the networking page to send them a message or start a video call.
- You can also visit the attendee list to start a conversation with other users. Use the search function to find who you are looking for, or simply click on a profile.
- Once in a profile, click the **Call/Message** button
- Simply type in your message to send them a note, or click the **Start Video Call** button to chat over your webcam.



How to

# Network With Attendees

Reach out to other meeting attendees to connect virtually via Networking Rooms.

The screenshot displays the MeetingPlay interface. On the left is a vertical navigation menu with the following items: Dashboard, Agenda, Session Video Library, Attendees, Networking (highlighted with a blue oval), Sponsors, Speakers, Social Feed, Game On!, Downloads, and Event Feedback Survey. The main content area is titled 'Networking' and contains a list of chat rooms: Extensibility and middleware, Proto distribution (selected), New users, Patterns and best pract, Driving adoption, Get involved with gRPC, gRPC ambassadors, Event support, General Chat, and Speaker Lounge (Speak). The 'Proto distribution' chat room is open, showing a 'Create a new comment:' section with a text input field and a 'Post Comment' button. Below this, a comment from Meredith H. is visible, dated 'about 1 second ago', with the text 'Hello!' and a thumbs-up icon next to the number '1'.

- Visit the Networking tab on the left hand side navigation to access themed chat rooms.
- Choose a chat room and join the conversation.
- Like posts and reply to posts to engage further on a comment.
- Had a typo? No problem, delete your comment and type again!

