



Sign in to Whova app

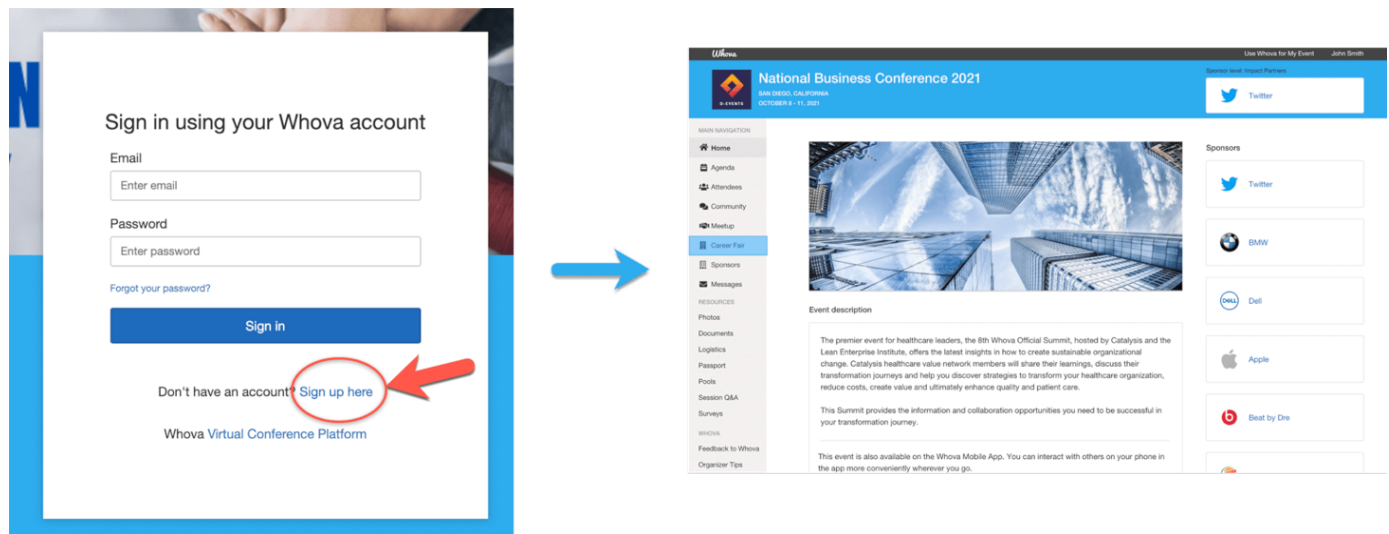
i If your event has live streaming for sessions, we suggest that you use Chrome browser for the web app. Some streaming software may have compatibility issues with other browsers.

1. Get the webapp link for your event from the event organizer and open the page. The link looks like “https://whova.com/portal/webapp/xxxx/”

2. Click “Sign up here” if you don’t have an account yet, and fill in your email and password.

i Please make sure to use the email you used when registering the event. Otherwise it won’t allow you to join the event.

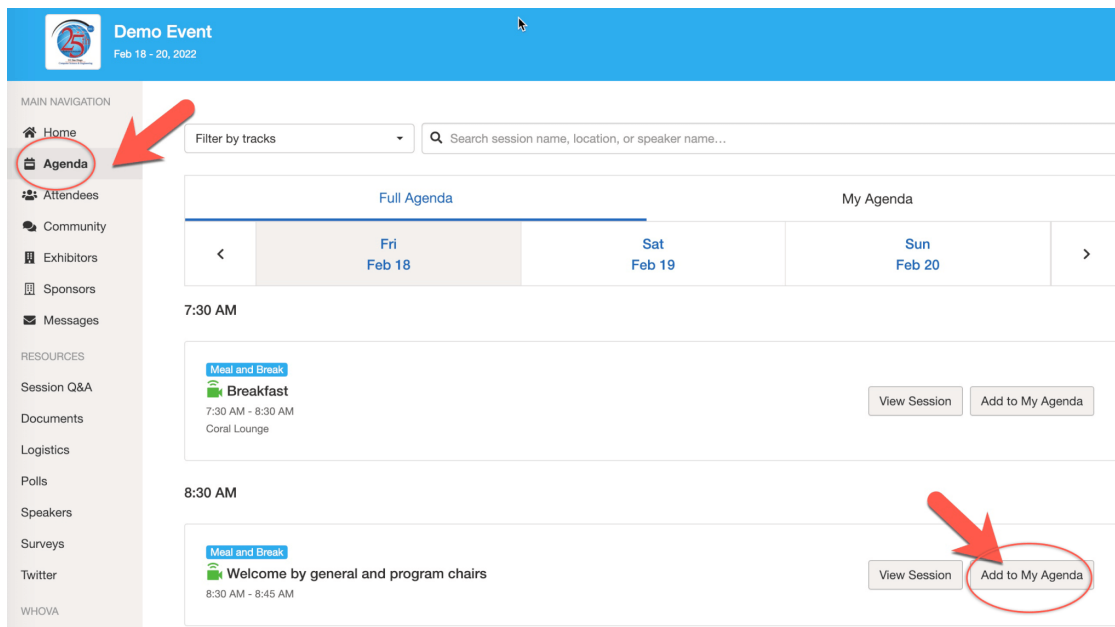
3. The app will automatically take you to the event main page.



View the agenda and plan your schedule

On web app

1. Find the Agenda tab on the side of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, tap on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda.



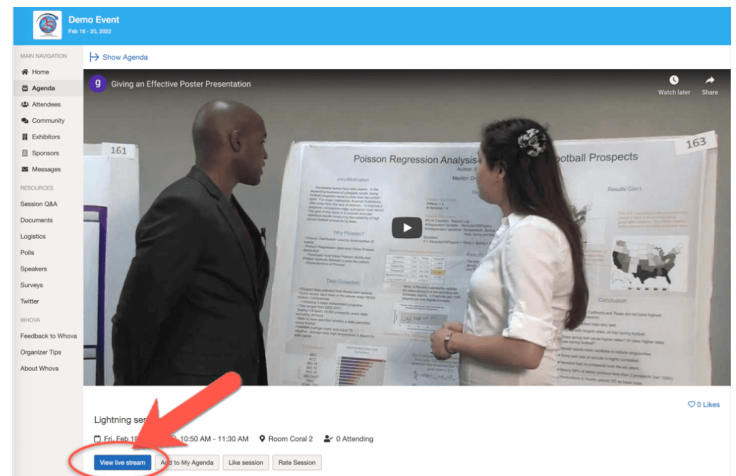
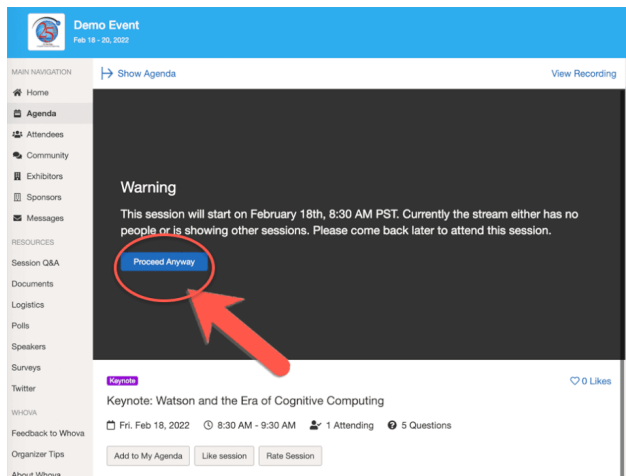
Access live streams and session videos

On web app

 We suggest you use the Chrome browser to join the session streaming. Some streaming software may have compatibility issues with other browsers.

1. From the agenda list, click the session you want to watch the stream or video. There is a green camera icon for the sessions with streaming or video.

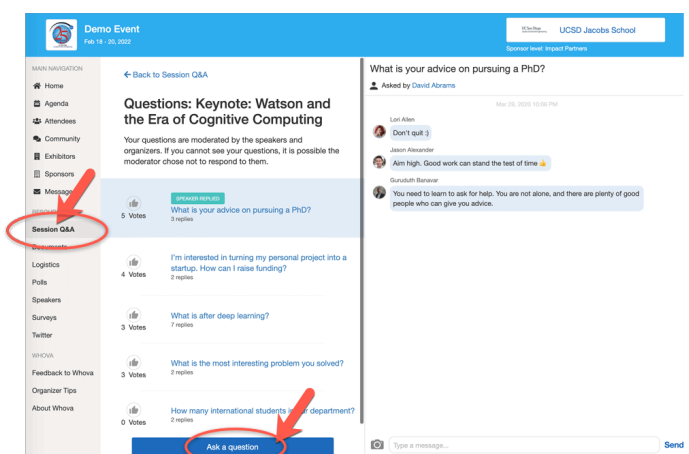
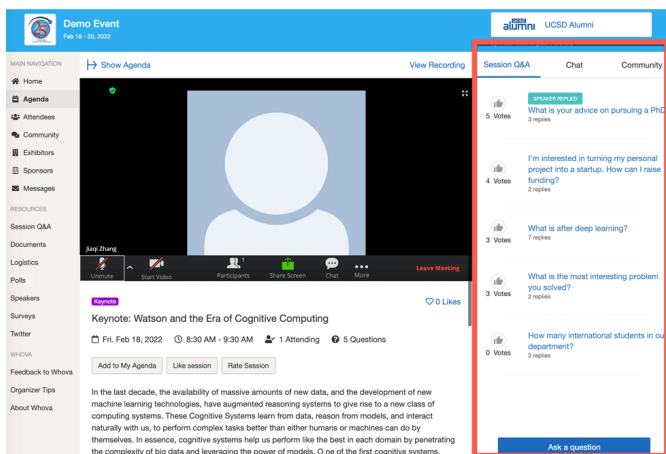
2. If the streaming screen directly shows up, click “Proceed” to start watching the stream. Otherwise click “View livestream” button to open a separate streaming page to watch.



Use session Q&A

On web app

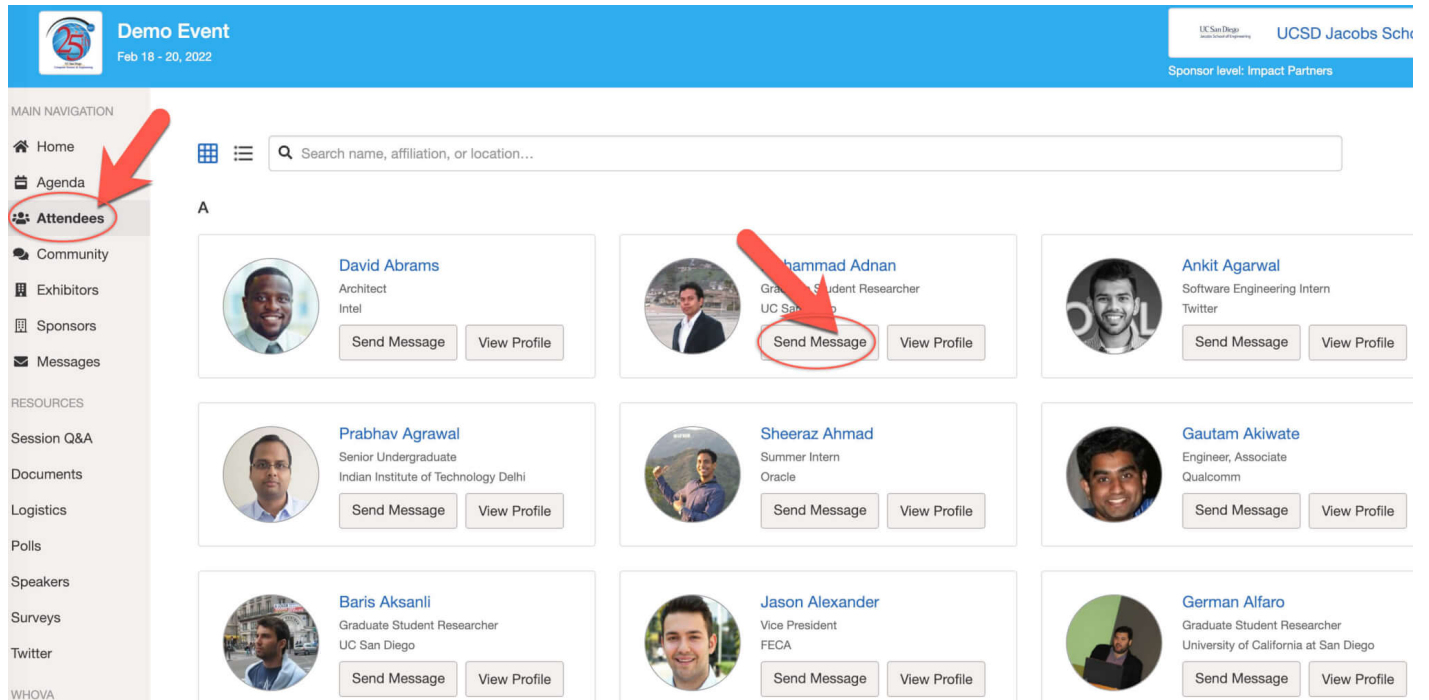
1. Option 1: You can access three tabs on the right hand side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the presenter through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board function through Community
2. Option 2: You can use this function through the “Session Q&A” tab on the left hand sidebar underneath Resources.



See who is attending the event

On web app

1. Click the “Attendees” tab on the left side of the screen under Main Navigation.
2. At the top of the page, you can search attendees by keywords such as company name or title.
3. To start a conversation, click Send Message to begin a chat.

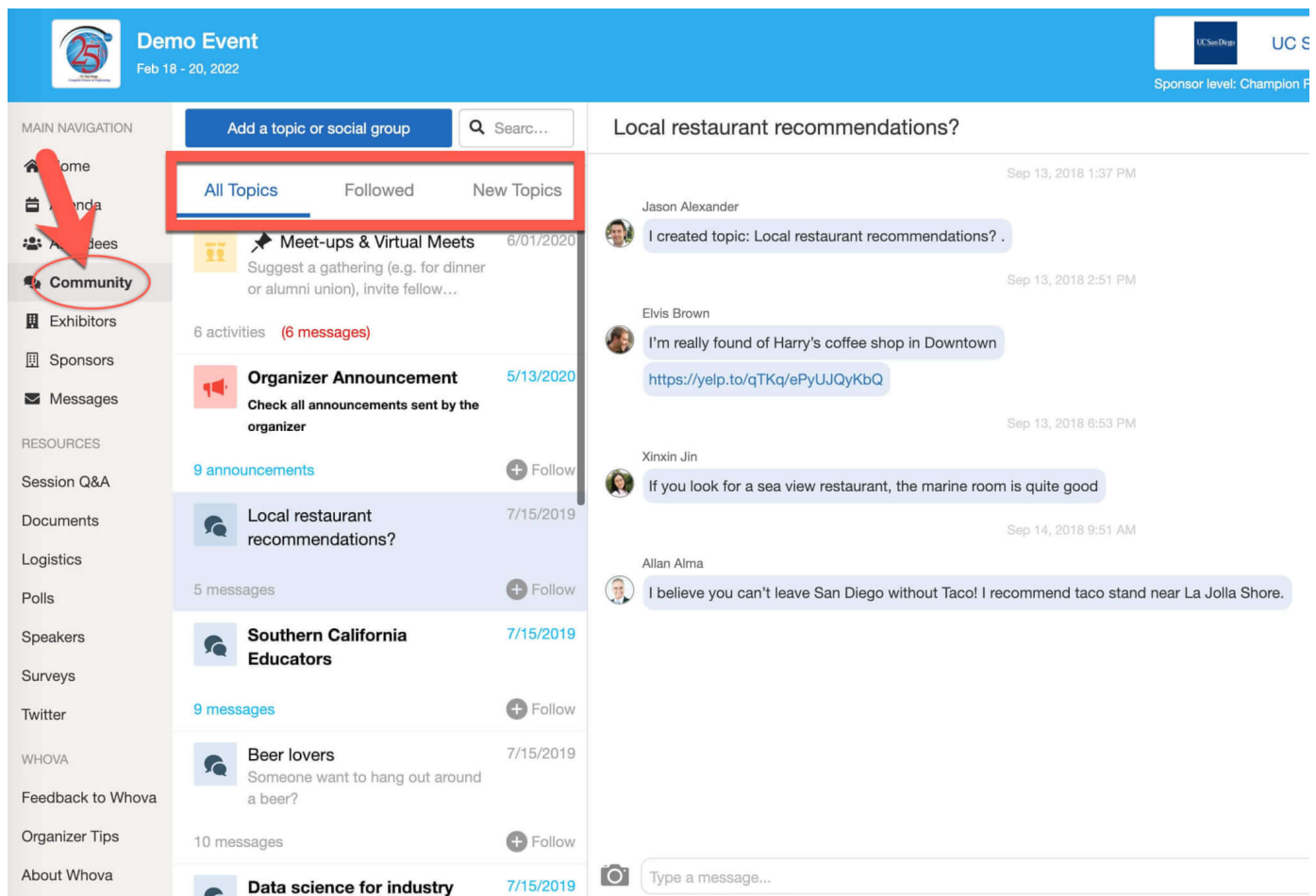


The screenshot displays the 'Demo Event' web app interface. The top header is blue and contains the event logo, name 'Demo Event', dates 'Feb 18 - 20, 2022', and sponsor information 'UCSD Jacobs School of Engineering' and 'Sponsor level: Impact Partners'. On the left, a 'MAIN NAVIGATION' sidebar lists options: Home, Agenda, Attendees (highlighted with a red circle and arrow), Community, Exhibitors, Sponsors, and Messages. Below this is a 'RESOURCES' section with links to Session Q&A, Documents, Logistics, Polls, Speakers, Surveys, and Twitter. The main content area features a search bar with the placeholder text 'Search name, affiliation, or location...'. Below the search bar, a grid of attendee profiles is displayed. Each profile includes a circular profile picture, the attendee's name, title, and affiliation, and two buttons: 'Send Message' and 'View Profile'. A red arrow points to the 'Send Message' button for Hammad Adnan, who is a Graduate Student Researcher at UC San Diego. Other attendees shown include David Abrams (Architect at Intel), Ankit Agarwal (Software Engineering Intern at Twitter), Prabhav Agrawal (Senior Undergraduate at Indian Institute of Technology Delhi), Sheeraz Ahmad (Summer Intern at Oracle), Gautam Akiwate (Engineer, Associate at Qualcomm), Baris Aksanli (Graduate Student Researcher at UC San Diego), Jason Alexander (Vice President at FECA), and German Alfaro (Graduate Student Researcher at University of California at San Diego).

Join discussion on the community board

On web app

1. Click the Community tab on the side menu to the left of the screen
2. Create a new conversation topic, or use existing topics like “Meet-ups.”
3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.

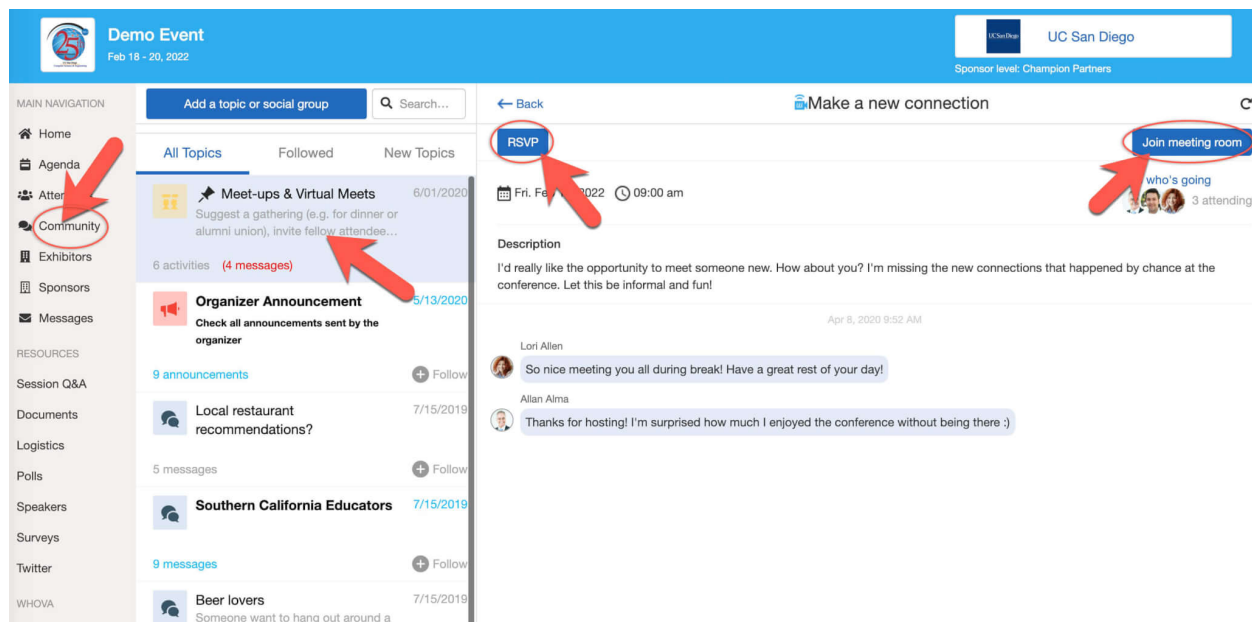


The screenshot shows the Whova community board interface. The left sidebar contains a 'MAIN NAVIGATION' menu with options like Home, Agenda, Attendees, Community (highlighted with a red circle and arrow), Exhibitors, Sponsors, Messages, and a 'RESOURCES' section with links to Session Q&A, Documents, Logistics, Polls, Speakers, Surveys, Twitter, WHOVA, Feedback to Whova, Organizer Tips, and About Whova. The main content area is titled 'Demo Event' (Feb 18 - 20, 2022) and features a 'Local restaurant recommendations?' topic. This topic has three tabs: 'All Topics', 'Followed', and 'New Topics'. Below the tabs, a list of topics is shown, including 'Meet-ups & Virtual Meets', 'Organizer Announcement', 'Local restaurant recommendations?', 'Southern California Educators', 'Beer lovers', and 'Data science for industry'. The 'Local restaurant recommendations?' topic is selected, displaying a list of messages from users like Jason Alexander, Elvis Brown, Xinxin Jin, and Allan Alma. The interface also includes a search bar and a 'Sponsor level: Champion' badge.

Start or join a virtual meetup

On web app

1. Go to the Community Board, and find the board for Meet-ups and Virtual Meets.
2. Find the meetup you are interested in, join directly, or click into it to see more details, and then click “RSVP”
3. When the meetup starts, click “Join meeting room” to start chatting!



You can also suggest a new meetup by tapping “Suggest a Meet”, and inputting the details. If you have a meeting link, you can copy-paste there. Otherwise you can use **Whova’s virtual meet room**.

