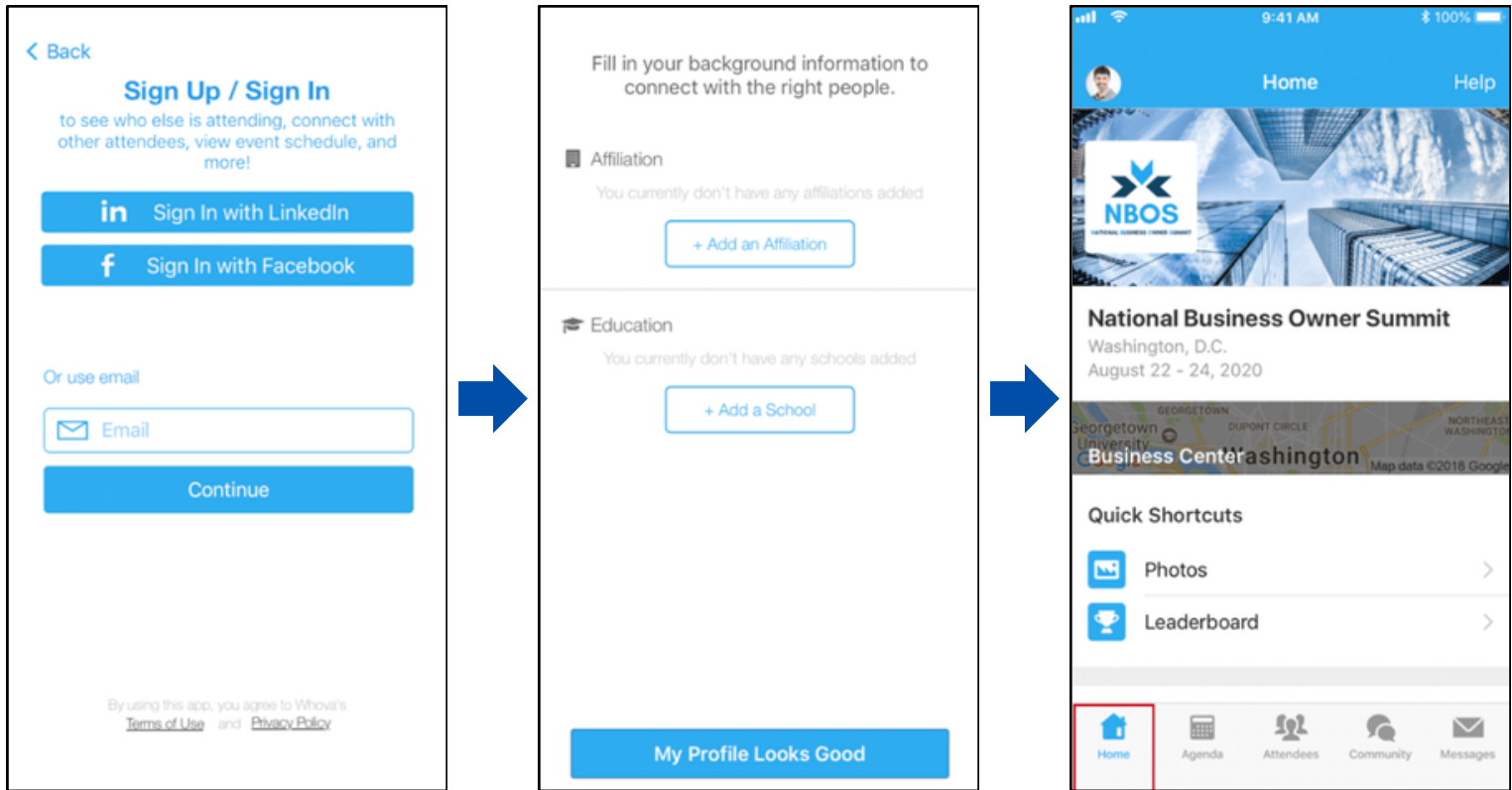


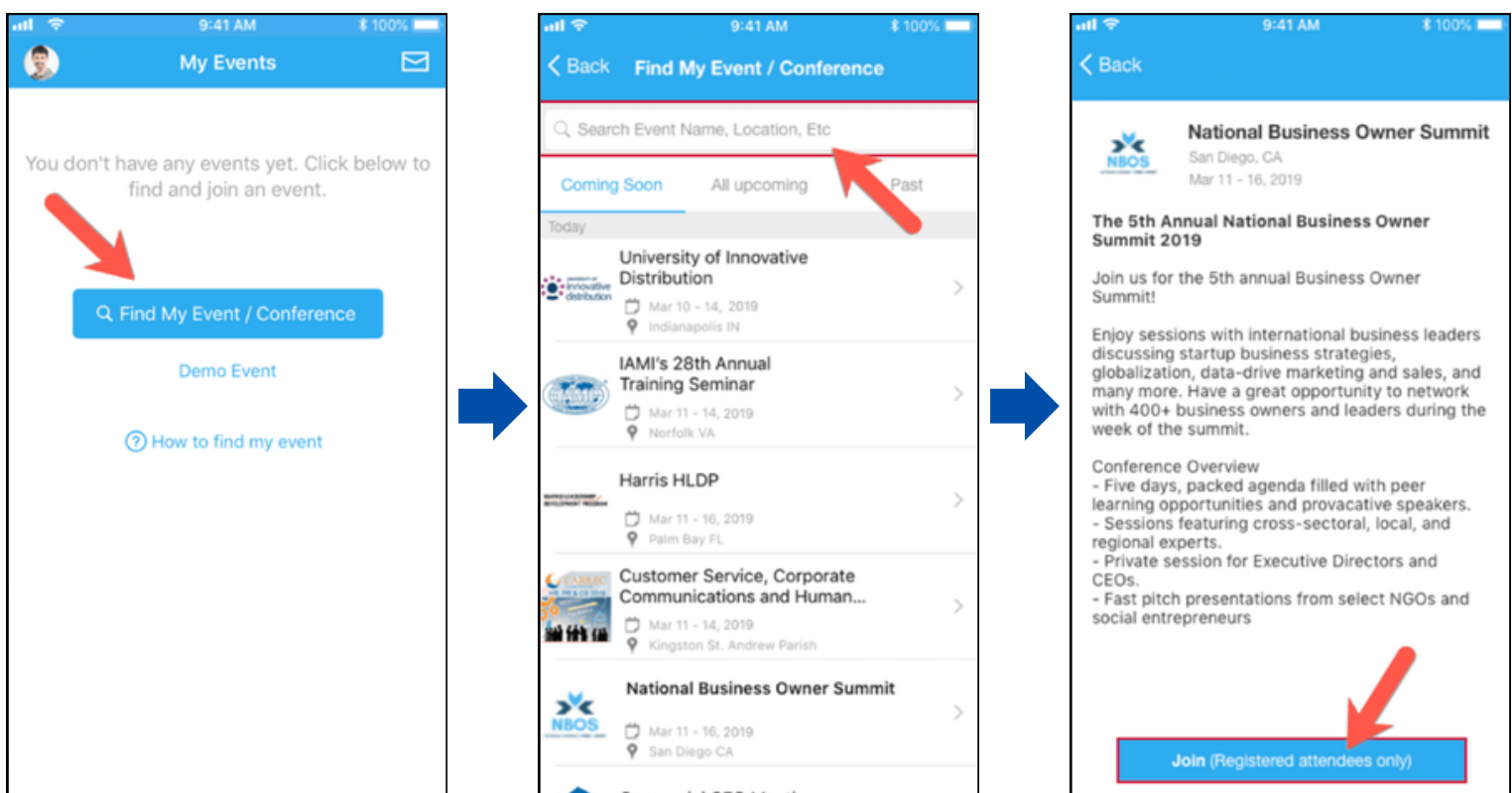
Sign in to Whova

Mobile App

1. Enter the email address you used for event registration or use your social media account (Please use the email address that you received the AGM invitation from).
2. Create a password and type in your name. Please note this password must include
3. Edit your profile. Other attendees will use this to network with you. So make it look nice 😊
4. The app will take you to your event page automatically if the organizers have updated the app with your registration information



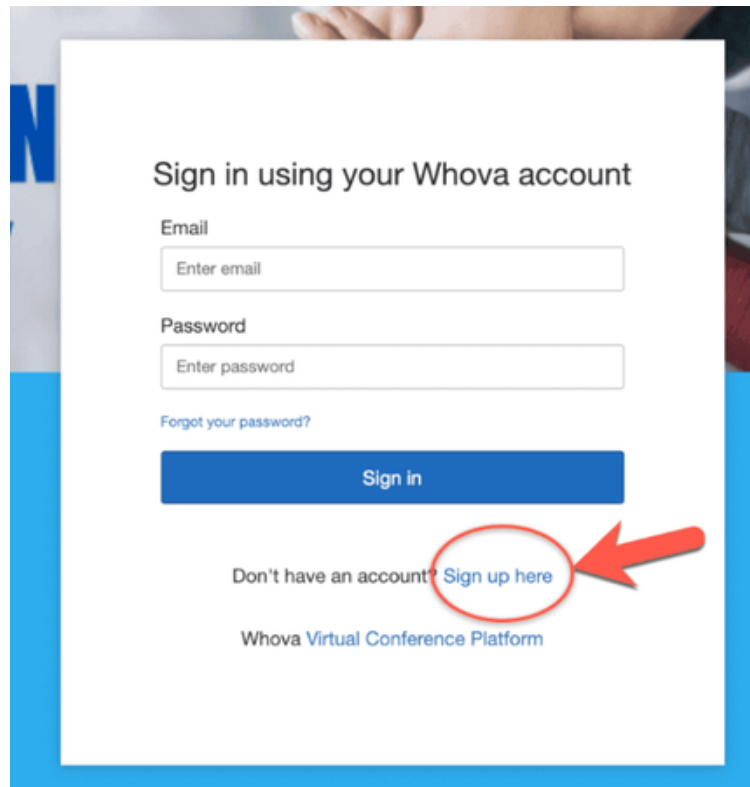
If your event doesn't show up automatically, search for it. Then, click the join button on the bottom of the event description page, and enter the event invitation code the organizers sent you.



Sign in to Whova

Web portal

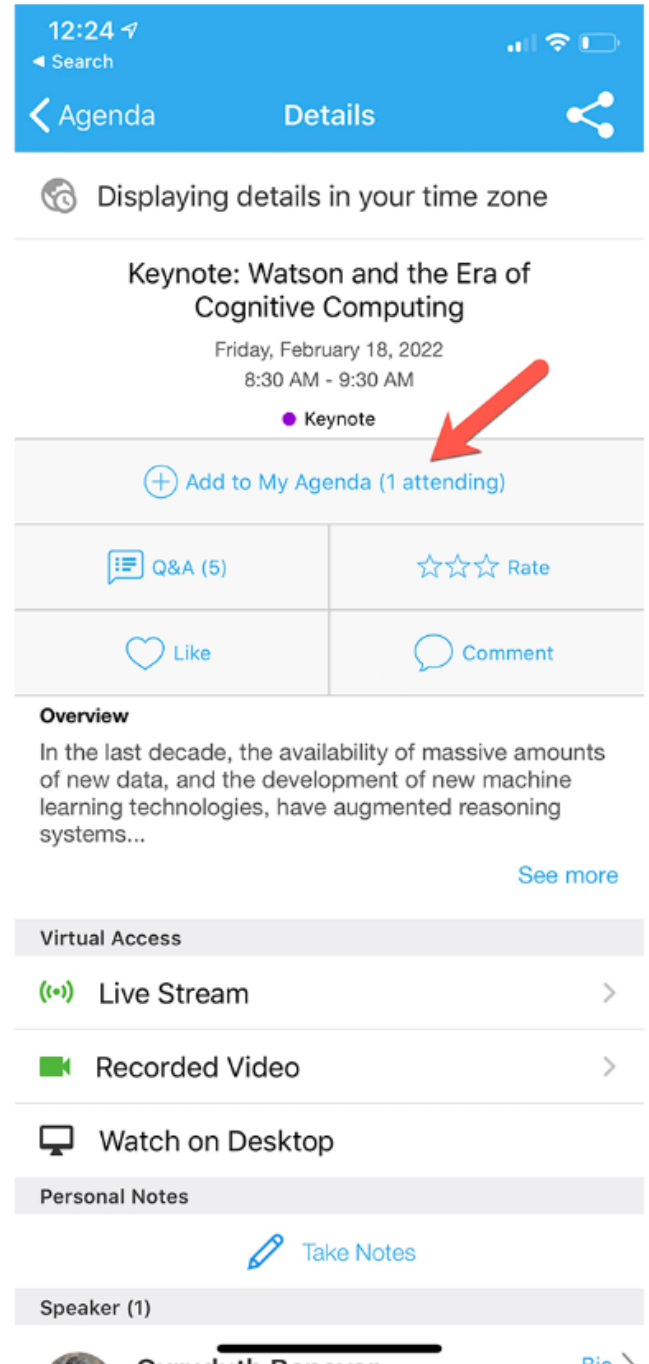
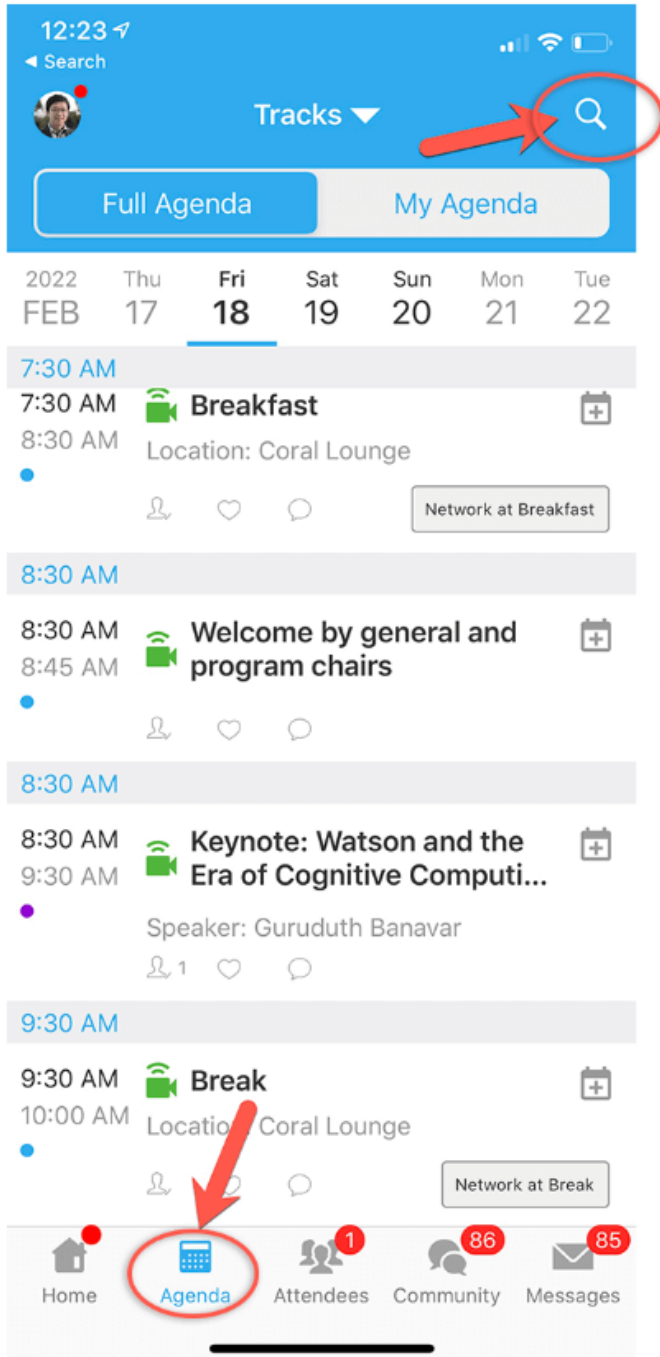
1. Get the web portal link for your event from the event organizer and open the page. The link looks like "https://whova.com/portal/webapp/xxxx/"
2. Click "Sign up here" if you don't have an account yet, and fill in your email and password.
3. The app will automatically take you to the event main page.
4. Note that if you are not using the registered email, you will be prompted to enter the event invitation code. Please request the code from your event organizers.



View the agenda and plan your schedule

Mobile app

1. Find the Agenda tab at the bottom 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 and set a reminder.



View the agenda and plan your schedule

Web Portal

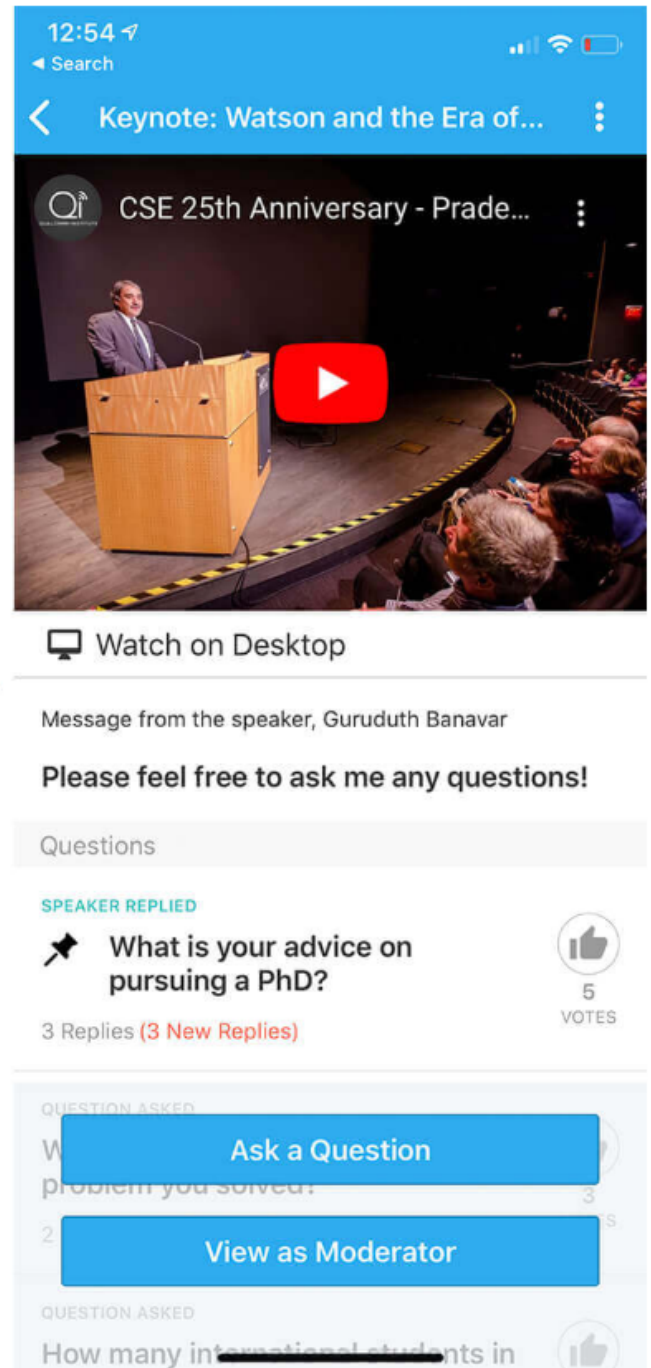
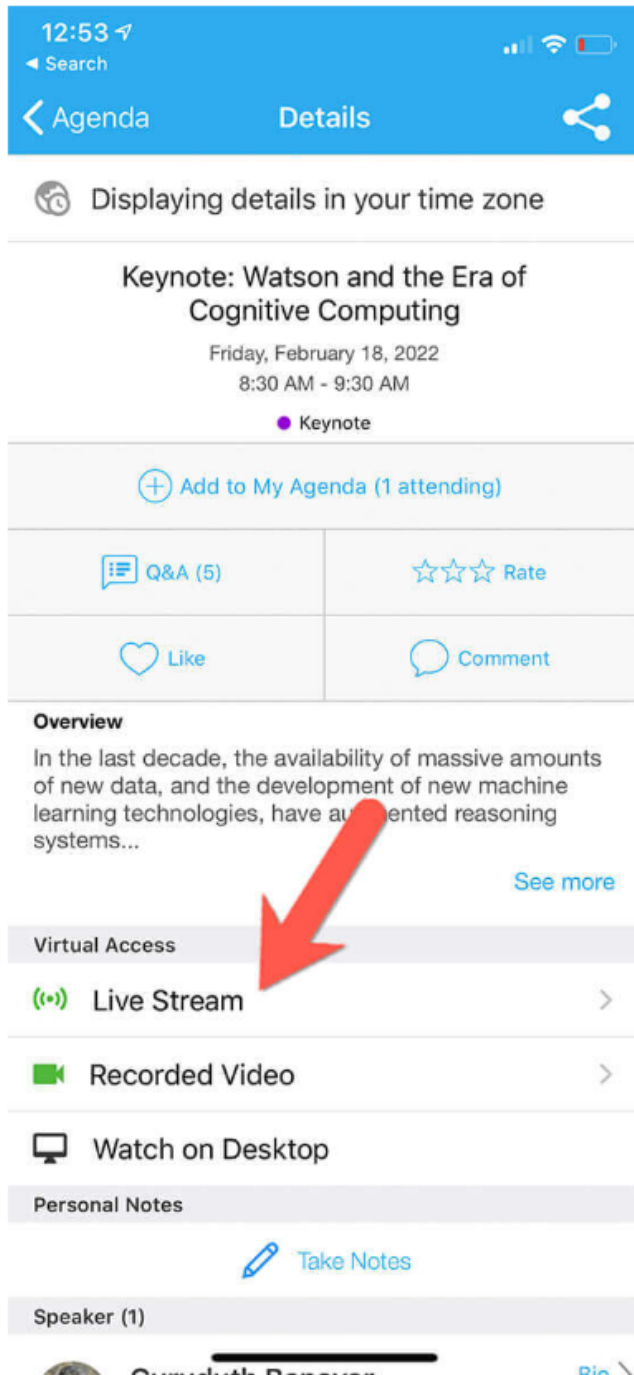
1. Find the Agenda tab on the side of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
3. Browse or search for sessions on the top bar.
4. Once you find the session you want 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.

The screenshot shows the Whova web portal interface for the 27th National Business Owner Summit. The top navigation bar includes the Whova logo, navigation links (Whova Guides, Organizing your own event?, About Whova), and a user profile (John Kim). The main header displays the event title, location (San Diego, CA), dates (Oct 26 - Nov 4, 2022), and the user's sponsor level (Platinum). A left sidebar contains navigation tabs: Home, Agenda (highlighted with a red circle and arrow), Sessions, Speakers, Speed Network, RoundTable, Art Gallery, Attendees (26), Community (5), Messages (35), Win a Prize, Exhibitors & Sponsors, Career Fair, My Stuff, Feedback to Whova, and Organizer Tips. The main content area features a search bar and a calendar view for the 'Full Agenda' and 'My Agenda'. The 'Full Agenda' shows sessions for Wednesday, October 26, Thursday, October 27, and Friday, October 28. The first session listed is a 'VIP meeting before event' (7:00 AM - 8:00 AM, VIP Room) with a red 'VIP only' tag. A red arrow points to the 'Add to My Agenda' button next to the 'View Session' link. The second session is 'Strategy for Sustainable Growth' (9:00 AM - 10:30 AM, Grand Ballroom A) with a 'Keynote Remote' tag. A red arrow points to the 'Remove from Agenda' button next to the 'View Session' link. The third session is scheduled for 10:30 AM.

Access live streams and session videos

Mobile App

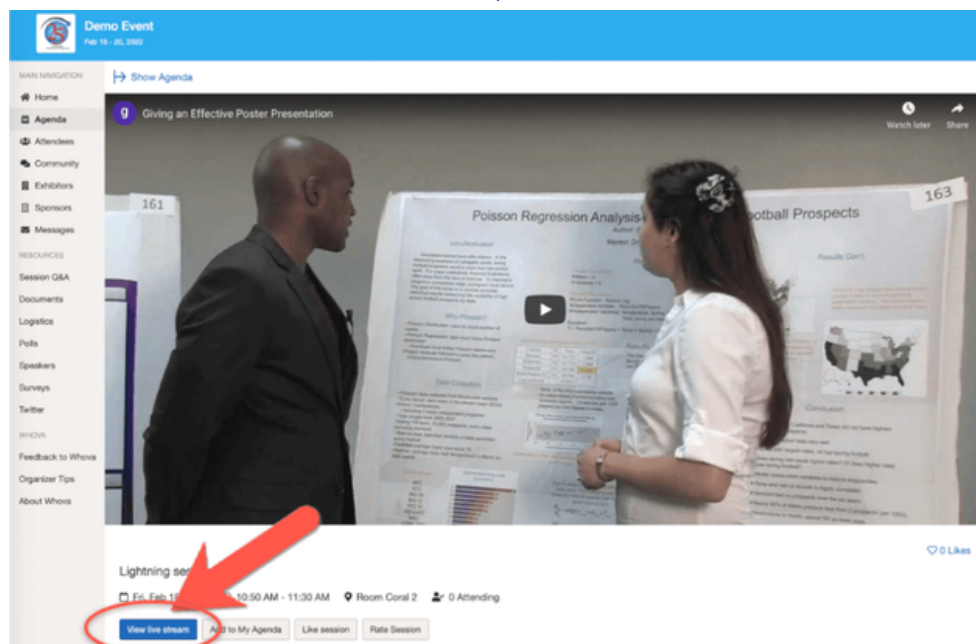
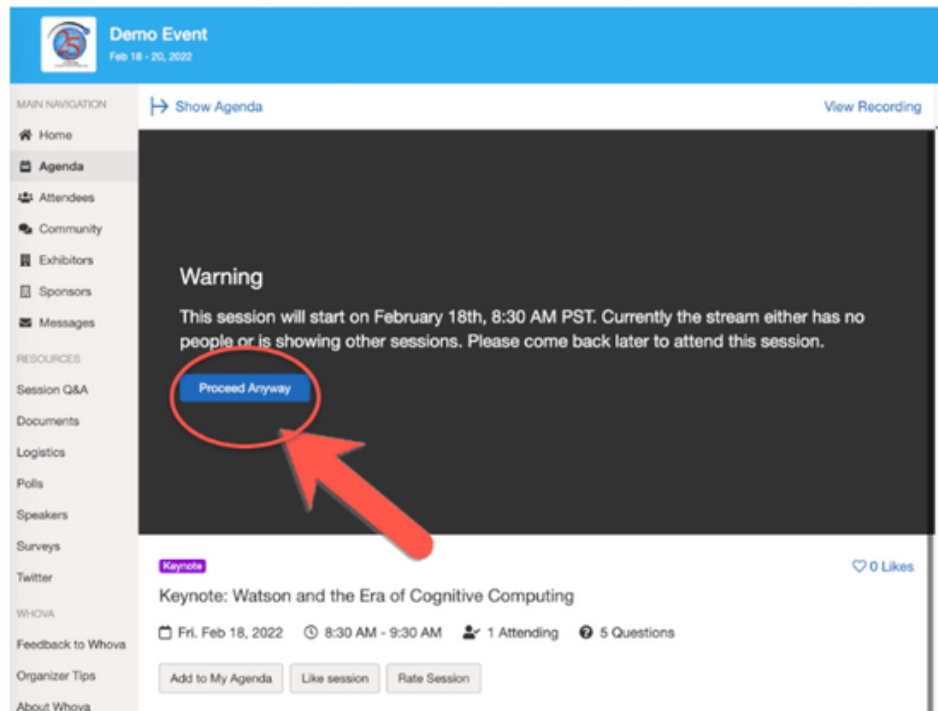
You can watch videos and livestreams directly through the agenda item. Once you've accessed the agenda item, click on one of the options beneath Virtual Access: either Live Stream or Recorded video.



Access live streams and session videos

Web portal

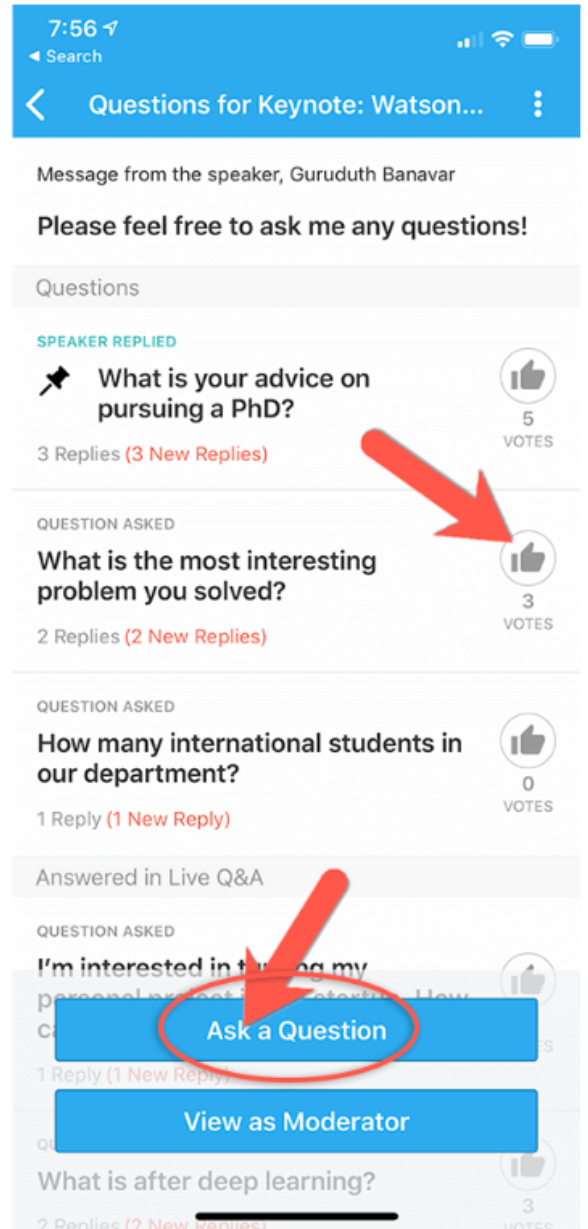
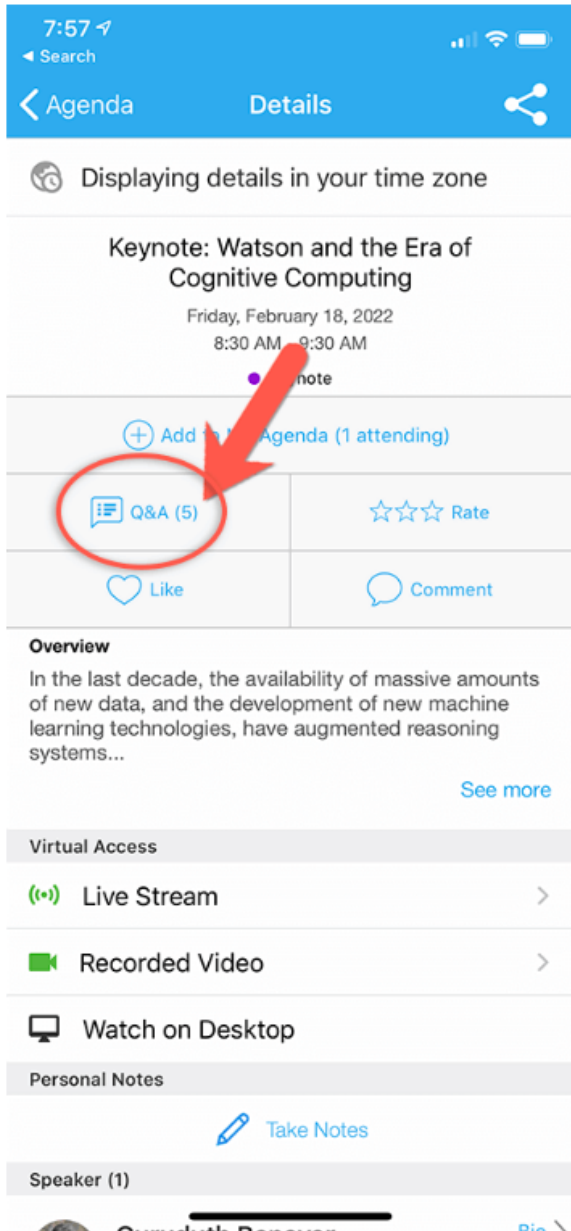
1. From the agenda list, click the session you want to watch the stream or video. There is a green camera icon for the sessions with streaming or video.
2. If the streaming screen directly shows up, click "Proceed" to start watching the stream. Otherwise click "View livestream" button to open a separate streaming page to watch.



Use session Q&A

Mobile app

- Option 1: On the session detail page, tap the "Q&A" button; on the next page, view the existing questions, vote on the questions you are interested in, or click "Ask a Question" to ask a new one
- Option 2: On the event main page, tap "Session Q&A" button; find the session you want to ask questions in, and tap on it.



Use session Q&A

Web portal

- 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.

