



WELCOME

ACCESSING THE PLATFORM

To access the virtual conference, go to:
www.virtualeventplace.com/CPOC2021

- Click the **LOGIN** or **SIGN UP – IT'S FREE** button.
- On the Login for Existing Users tab, use the password CPOC2021
- When you first log-in, you will be prompted to change your password.
- Once you change your password, in the upper right, click on **'My Virtual Events'**. Then click on **'CCR's 5th Annual June Conference 2021'**. This will bring you to the lobby of the event.
- From the 'CCR's 5th Annual June Conference 2021' lobby, you can navigate to the other areas of the 'CCR's 5th Annual June Conference 2021' virtual event, such as the Stay Connected, Tell Us Your Story and the Webcast Auditorium where our sessions are housed.

NOTE: If you receive an error saying your email address is not registered, please contact CCRTraining@CPOC.org; do not sign up as a new user.

THERE ARE THREE MAIN SECTIONS OF THE PLATFORM

- **Stay Connected** – Follow along, share with your followers and interact with other attendees throughout the conference on your social media channels! Use the hashtags **#MakeCCRWork** & **#FosterHope** to stay connected.
- **Tell Us Your Story** – How have you or someone you know seen Continuum of Care Reform make a positive impact in the lives of foster youth? Share your story with us! <https://www.surveymonkey.com/r/QC66F8X>
- **Webcast Auditorium** – Here is where you will find all the sessions, their titles, descriptions, and presenters. Just prior to a session starting, you will see a button that says 'Attend Webcast' which will open up a new window for the session. If you missed a session or want to go back and view it again, you can also access the webcast videos on-demand which become available in the days following the original session.

HOW TO CHAT WITH YOUR FELLOW ATTENDEES

Direct 1:1 chat – To have a 1:1 text conversation select the person you would like to chat with from the right-hand side of the screen. When you click their name a private message window will pop up. From here you can engage by text, audio, or video.

LOGGING INTO THE EVENT AHEAD OF TIME

We recommend you log in 24 hours before the event starts and look around the site. This will help you familiarize yourself with the different areas and help you get more comfortable before joining a session.

If your event is not yet available when you first log in, you can look around a demo site that has a similar functionality to your event.

Click or copy the following link into your browser to access the demo site:

www.virtualeventplace.com/demo

**If you are not already logged in, you will need to log in with your login information.*

WHERE TO GO FOR HELP

In the upper right corner of the platform, click on **Helpdesk**. There, you can find many frequently asked questions, as well as the contact for support. Additionally, there is a chat box in the lower, right corner of the platform that you can use during normal event hours for any additional issues you may have.

STC approved for 12.5 hours

STC # 00341026

f Facebook: @CAprobation

t Twitter: @CPOC_Probation

#makeCCRwork #FosterHope