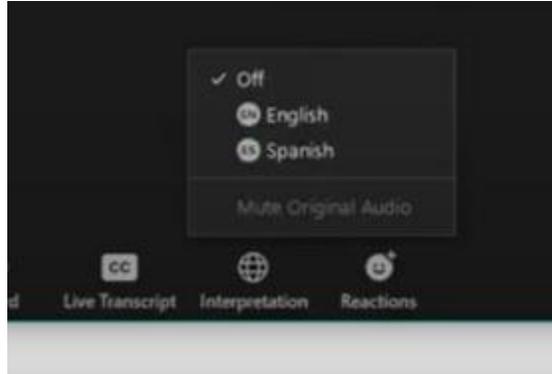


Helpful Tips for Attendees of the 2021 Parent Involvement Conference

1. Update Zoom by:
 - a. Open the zoom app on your computer
 - b. Click on your profile picture in the top right-hand corner
 - c. Click on “Check for Updates” and let it load
 - d. Click on “Update” once it loads
 - e. Restart your computer
2. Connect Bluetooth headphones and ensure they work by:
 - a. Click on the white arrow on bottom right of the computer screen
 - b. Click on the Bluetooth icon that looks like this: 
 - c. If you have used your headphones before, click on the button where they are listed and then click on the connect button.
 - d. If you have not used your headphones before, click on “Add Bluetooth or other device”
 - e. Select your device and they should connect automatically
 - f. Click “done”
 - g. If you do not hear it connect, click on “disconnect” and then connect them again
3. Set up your profile in the GTR platform by:
 - a. Find the email from no-reply@pathable.com titled “Virtual Parent Involvement Conference 2021”
 - b. Open that email and click on the pink button that says, “Sign-in to website”
 - c. Type in a password you would like to use- be sure to remember it.
 - d. Be sure to click the check box that says, “I agree to the Terms and Conditions.” (Note: This box might look like it is not there because it is a white box on a white background, but if you click just to the left of the statement, it should add a checkmark.)
 - e. Click on the pink “Complete Profile” button
 - f. Upload a photo and add any information you would like.
 - g. Click on the pink “Save” button at the bottom
4. If you would like to build your agenda, you can do so by:
 - a. Click on “Agenda” on the top menu bar
 - b. Find the session you would like to attend and then click on the pink plus button (+) in the upper right-hand corner of the session box.
 - c. Once your agenda is complete, you can access it by clicking on the agenda button on the top menu bar and then clicking on “My Agenda.”
5. On the day and time of the session, you will enter by:
 - a. Click on the title of the session either on the general Agenda or on your Agenda that you built.
 - b. Click on the pink “Join Meeting” button
 - c. Click on “Launch Meeting.” It will open your zoom app.
 - d. If you would like to ask a question in the chat, you will have to go back to the GTR website to type it in that chat box. The chat option in Zoom will be disabled.

- e. If you would like language interpretation, click on the interpretation button on the bottom menu of the zoom window and select the language you would like. The button looks like this:



- f. If you have sound issues, please go back to the “Launch Meeting- Zoom” tab back in your browser, and then:
- Click on the lock button on the URL ribbon. It looks like this:



- Click on “site settings”
 - Find “sound”
 - Make sure it is either selected as “automatic” or “allow”
 - If that does not work, you might have to reconnect your headphones, get different headphones, or leave the meeting and then rejoin.
 - If none of these options help, please use the **[technical help chat feature](#)** at the bottom of the GTR webpage.
6. Once the meeting is over:
- Click on “Leave Meeting”
 - Go back to the GTR webpage
 - Fill out the session evaluation
 - Then find the next session you would like to attend and repeat steps 5 and 6.