

Logging-in Instruction

1. Open the desktop version of the app. “Chrome” is recommended in case you want to connect zoom through browser. Access the web version of the app using this URL:

<https://crowd.cc/wmaga2021>

Click **Log in** button to enter your details.

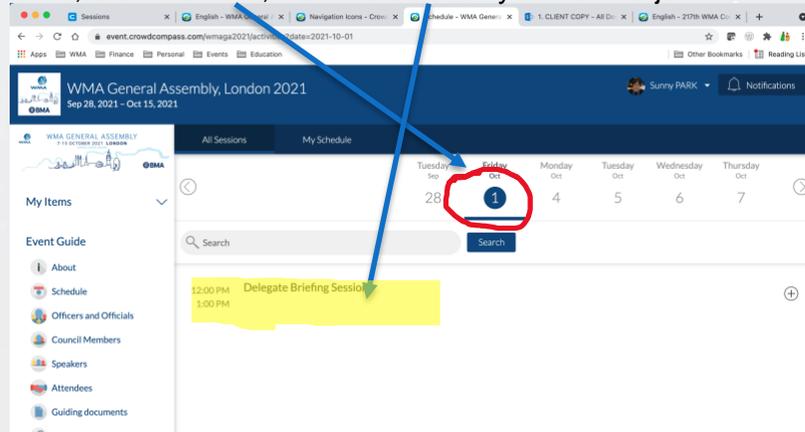
2. Enter your details. Enter your first name, last name, and email address (**same one you used for Cvent registration**). Then tap **Next**. You will receive an email with the verification code. We just want to make sure it's you. This may take a minute or two to arrive. Also check your Spam folder. If you don't get it, please write to secretariat@wma.net.

3. Verify your account. Access your verification email. You'll see it includes your six-digit verification code. Return to the log in page and enter the verification code, then tap **Verify** to log in.

4. Find the session. When you arrive the event page, click **“Schedule”** under **Event Guide**.

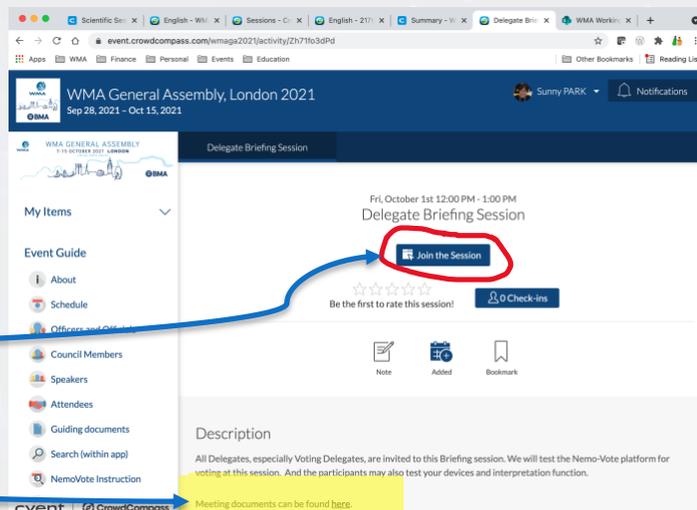
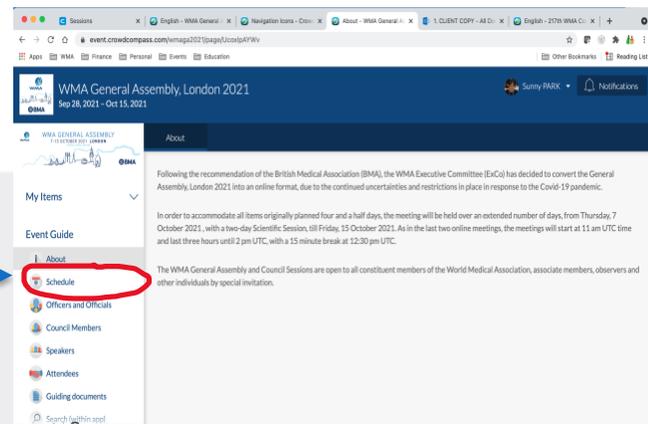
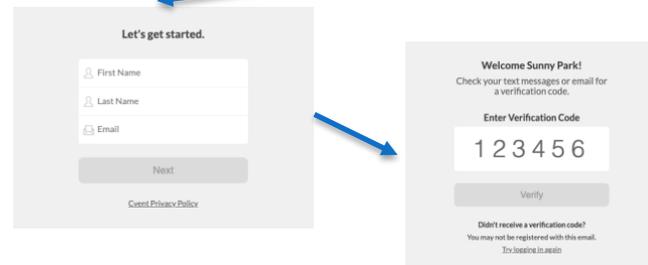
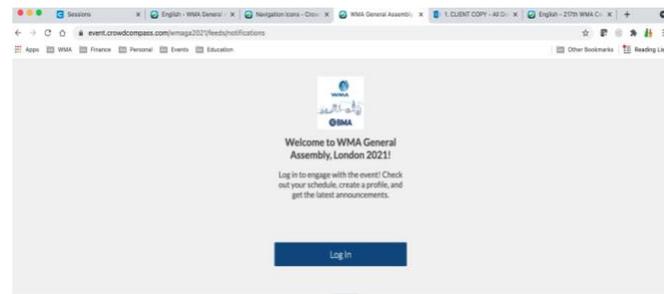
Then, the system will ask you “Adjust time zone?” and we recommend you click “Adjust”.

Then, click the date, then the session you want to join.

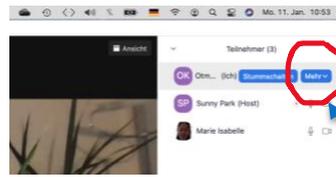


5. By clicking the blue box, you will arrive the zoom platform. Click “Join the Session”, then the zoom meeting will be launched.

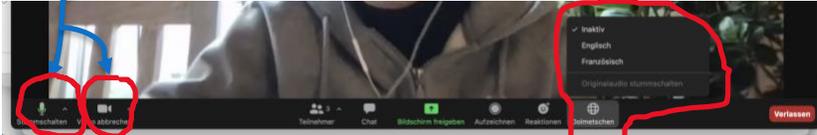
You may also access to the WMA document depository from here!



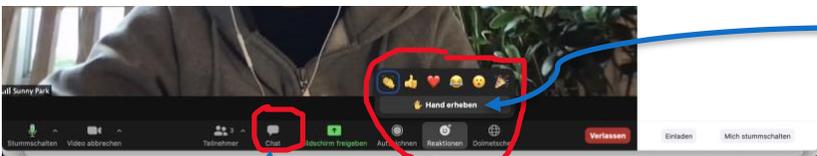
Upon joining and during the meeting



1. Your name. When joining, present your name in English and your affiliation, for example, Sunny Park, WMA. You may rename it from the Participants in the option “more”. Or before speaking, please identify yourself.

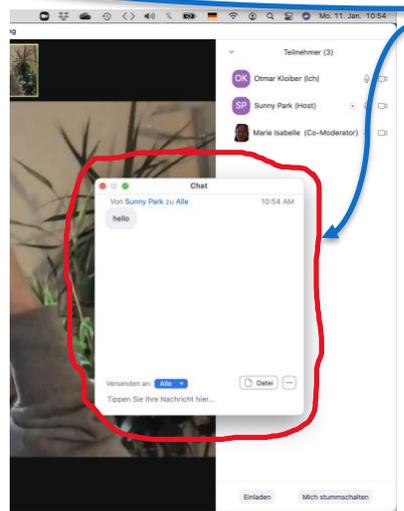


2. Camera/Microphone. When joining, you may turn on your camera/microphone. You are asked to mute during the session. If needed, the host will mute your microphone. This can be controlled at the bottom of the screen.



3. Language. Select one of the languages you want to listen from Interpretation at the bottom of the screen.

4. Raise hand. When you want to speak, raise hand which you can find in the bottom of the Reaction options. When the Chair calls your name, unmute your microphone and speak. When finished, mute and lower hand.



5. Chat. Staff will monitor chats in English, French and Spanish. This Chat is **not for motions or official discussions**. This will be used for technical items and social chats only.

For any problems, please contact secretariat@wma.net !