

# FADONA's 34<sup>th</sup> Annual Convention



## User Guide for Participants

Thank you for joining us! For your convenience, we've created this User Guide. We invite you to download the mobile app today and start exploring our virtual annual convention. In addition to the great lectures we have planned for you, there are games and door prizes, a virtual trade show, Awards Ceremony, keynote speakers, a karaoke contest, and much more! Please join us for our Virtual Orientation and Welcome Reception, **Monday, March 22, from 4-6 p.m.**

### ***Getting Started – Socio Event App (Mobile Phone or Tablet)***

1. Download the **Socio Event App** for Apple or Android by searching the App Store or Google Play Store for Socio Event App or visiting this **website**: <https://download.socio.events/event/OTU5Mw%3D%3D>
  - a. After the app is installed, enter the email address that you used to register for the convention and click **Continue**.
  - b. Choose a password and tap **Sign Up\***.
  - c. Enter your **First** and **Last name**, upload a photo, and complete some basic information about yourself. Agree to accept Socio's Terms of Service and Privacy Policy and click **Continue** to create your **Profile**.
  - d. Search for and find **FADONA's Virtual 34<sup>th</sup> Annual Convention & Trade Show**.
  - e. Click the event to view the Event Details and then click **JOIN** to enter.
  - f. Click on the **App Guide** icon to discover how to use the app.

**\* Important:** You must register for the Socio Event App with the email address that you used to register for the convention, or you will not be able to access the event.

### ***Getting Started – Desktop or Laptop***

1. Click on <https://bit.ly/FADONA2021> (this link is case sensitive) to access the desktop version of the app.
2. Enter the email you used to register for the event. If you have previously logged into the app, use the password you previously created. Otherwise, you will be prompted to create a password.
3. FADONA recommends using Google Chrome as your internet browser.

### ***Attending & Earning CE Credit for Each Session***

1. Click on the **Agenda** icon to see the virtual convention events scheduled each day. You can add events individually to your personal agenda by using the "+" button and it will ask you to set up an automatic reminder.
2. When it is time for an event to start, click on the **Agenda** icon and click the session.
3. Select **Join Live Stream** to launch the session.
  - a. **From the app:** Session will start or you will be prompted to open or download Zoom – you can return to the Event App after watching the session by closing the Zoom window.
  - b. **From the desktop:** When system dialog prompts, click **Open Zoom Meetings** to view the session. If you would like to watch from your browser, click the blue "launch meeting" link and then click the blue "join from your browser link."
4. Then, click on the **Agenda** icon again, and click the next session to start streaming it live.
5. **Contact Hours:** FADONA uses Zoom to track your attendance for each session. In order to earn the correct CEs for the sessions you attend, enter each session separately through the **Agenda** icon.
  - a. After the session is over, click on the session you just watched and scroll down to the links section and click on the **Session Survey** link and fill out the course evaluation.
  - b. After you complete the last session and submit the final course evaluation, click the **Request CEs Icon**. You'll be directed to complete the **Convention Survey** in order to receive your **CEs** and **Certificate of**

**Attendance.** This is not an automated process. FADONA staff will report hours earned for applicable Florida licensees to CE Broker and email your certificate within 2-3 weeks after the end of the convention.

### ***Interacting During a Session***

1. When you join a session, you will automatically be muted with your camera off.
2. Raise your hand during sessions, submit a question in the Q&A section, type in the chat box, or answer a poll.
3. There will be a time for questions and answers with the speaker(s) at the end of each session.

### ***Networking on the App***

1. Click on the **Attendee** icon to interact with others on the app.
2. You can add someone as a **Friend**, send a message to another attendee, set up a meeting with another attendee, and export a friend to your mobile contact list.
3. Click on the Wall icon—this is the event’s social media feed.
  - a. Post content of your own—post pictures, questions, ideas, and more.
  - b. Interact with others by liking and commenting on other attendee’s posts.

### ***Attending the Trade Show***

1. Click on the **Trade Show** icon.
2. You will see a listing for each exhibitor. Visit each **Booth** by clicking on an exhibitor.
3. Click the **Request a Follow Up** button to let an exhibitor rep. know you are interested in speaking with them.
4. Interact with booths by checking out attachments, videos, and more!
5. Connect with an exhibitor rep. via video chat, phone call, or email available at his or her virtual booth.
6. Click on the **Tradeshow Lobby** icon to enter the **Tradeshow Lobby** via Zoom.
7. Reps will be in the **Tradeshow Lobby** ready to network with you!

### ***Playing the Event Game: Don’t Stop Believing Challenge***

Click on the **Game Station** icon. See how you can earn valuable points throughout the conference with the **Game Station**.

### ***Best Practices and Tips***

1. Click on the **Announcements** icon to stay up to date on conference news.
2. Click on the **Follow Us** icon to connect with FADONA.
3. Click on the **Speakers** icon to learn more about presenters.
4. Click on the **Leadership** icon to learn more about our moderators and staff.
5. Click on the **Conference Evaluation** to give us feedback.

### ***Watching a Recorded Session***

Instructions will be provided 2-3 weeks after the live broadcast conference has concluded. Please keep an eye on your registered email address.

***Don’t Stop Believing Challenge Code***

**FADONA2021**