

## Registration and platform access abbreviated instructions

Step one register for the event as soon as possible.

To do so proceed to step 2.

**Step 2:** Go to the email from your organization containing the event link. Please note: These instructions may be included with that email.

**Step 3:** Click on the link or copy and paste the link into **Google Chrome (please use only Google Chrome)**.

**Step 4:** Click on blue "Register" button.

**Step 5:** Create an account and register for the event by entering your first name, last name and email address.

**Step 6:** You will receive an email **from Hopin** with a link to the event. Click the link in the email to access the event. **(Please note: If your default browser is not google chrome, you will need to copy and paste the link into google chrome.)**

If the event has started, you will be taken straight into the event. If the event has not started yet, you will now be taken to the event home page where at the top you will see, "Event starting in XX day(s) XX hours" or "XX minutes XX seconds". While it is not required, please take a moment to create your profile by clicking on the blue "Create your profile" link.

On the "Update your profile page", please enter all of the information requested. This will allow those that you connect with during the event see relevant information about you.

Once the countdown reaches zero, you will be redirected into the event. Should this not occur, simply refresh your browser.

Enjoy the event!