How to navigate the portal

THINK NEW®

NEW ZEALAND EDUCATION
Manapou ki te Ao

1 Check your mail

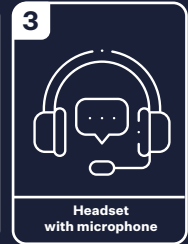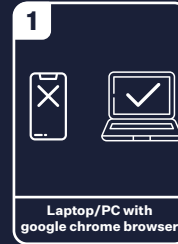New Zealand Partners Workshop Week 2021
THINK NEW

A few days before the virtual event starts, check your email for instructions on how to access the event with your unique login.

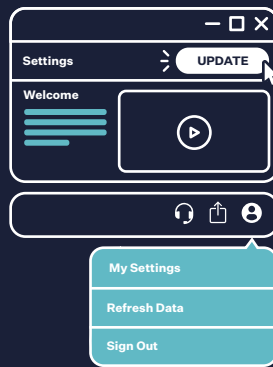Each time you access the portal, you will need to refer to this email

2 What equipment do I need to participate?

If you are logging in from an organisation that may have strict firewall settings, please download the whitelist information: http://bit.ly/OnAIR_Firewalls, and forward it to your IT department

1 Laptop/PC with google chrome browser

2 Internet connection of at least 5Mbps

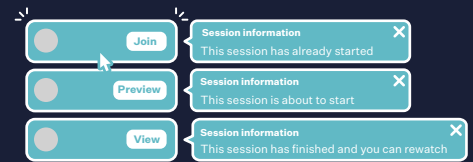**3** Headset with microphone

3 Logging into the event

- When you first log in to the portal, you will automatically be taken to your settings for the platform
- In here, you can update your profile, capture or add a profile photo and review your privacy settings
- Please set the time zone you wish the event program to be displayed in
- When you are done, click on the **'Update'** button.
- If you're having problems with your camera or mic, scroll to the bottom to update your **Media Settings**
- To edit or change these settings, please click on your profile photo at the top right of the screen and select **My Settings.**

Settings — UPDATE

Welcome

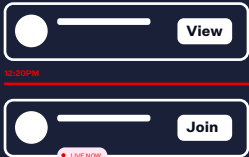My Settings
Refresh Data
Sign Out

4 View the event agenda

- After updating your profile you will be presented with the timeline view
- Sessions and functions that are happening each day will be listed in the timeline in chronological order
- Clicking on a session block will display its information on the right-hand side.

Join — Session information — This session has already started

Preview — Session information — This session is about to start

View — Session information — This session has finished and you can rewatch

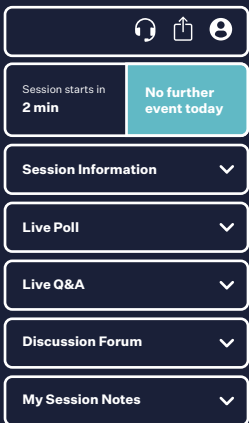## 5 Session attendance

View

12:30PM

Join

LIVE NOW

- A red line will indicate the exact point in time in which we are viewing the Timeline
- When the session starts, you will see the 'LIVE NOW' notification displays in red
- To enter a session early click the **'Preview'** button
- To enter a session that has already started click the **'Join'** button.

6 Engage in the session

Session starts in 2 min — No further event today

Session Information
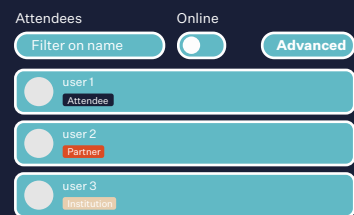Live Poll
Live Q&A
Discussion Forum
My Session Notes

Once a session has started you can also:
- Read session information
- Answer questions in any **Live Polls** held by the presenter
- Submit questions in the **Live Q&A**
- Connect with other attendees in the **Discussion Forum**
- Download handouts
- Make connections and arrange meetings in **Meeting Hub**
- Take notes and export them to your computer using the **'Export'** button at the top right corner of the screen.

! Encountering a blank screen or audio problem

! **TIP #1** – check if you are using Chrome as your browser. That is our recommended browser.
! **TIP #2** - Click your profile image in the top right corner of the portal and select **Refresh Data.**
! **TIP #3** - log out of the portal and clear your browser's cache.

If the issue hasn't resolved, contact **Live Support** for help immediately.

My Settings
Refresh Data
Sign Out

7 Go to the next session

< BACK TO TIMELINE

- To return to the agenda from any area of the portal click **'< BACK TO TIMELINE'** top left of your screen
- **NEVER** click the 'back' arrow of your browser because that will log you out of the platform.

8 Connecting with other attendees

You can connect with other attendees one-on-one through live chat, messages, or video calls via **Meeting Hub** function.
A list of delegates appears in **Meeting Hub** and you can select a delegate you want to learn more about or have a conversation with. You can:
- Type a name to search for an attendee, or
- Use the **'Advanced'** search to filter by country or other parameters
- Send a request to connect with an attendee and as soon as they accept it, you can chat with them at any point during the event or you can request a video call.

Attendees — Online — Filter on name — Advanced

user 1 — Attendee
user 2 — Partner
user 3 — Institution

9 Joining the Virtual Exhibition

Visit the **Virtual Exhibition** at any time during the event by clicking on the **'View our Universities and Partners'** button at the right of the timeline.
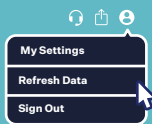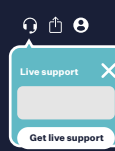
You can find out more about the exhibitors, watch videos and download brochures. To meet with an exhibitor visit **Meeting Hub**.

Virtual Exhibition — View our Universities and Partners

10 Get to know our speakers

Read about our featured speakers and download their profiles in the **'Featured Speakers Hub'**, by clicking on the button at the right of the timeline.

11 Technical assistance

When you experience any technical difficulties with the Portal, click on the **red icon** on the top right to start a **Live Support** request.

Live support
Get live support