**ShapingEDU: Global Virtual Summer Camp** will be hosted on Zoom Events June 21-23, 2022. Please familiarize yourself with the Zoom Events platform in advance of the live event days to ensure you are able to log in and access our event.

## Registering for this event

- 1. Sacn the QR Code to open web browser and navigate to:
- 2. Click **Register** in the bottom right corner
- 3. Agree to the recording and livestreaming **disclosure**
- 4. Fill out **Attendee Info**
- 5. Click on **Place Order**
- 6. On the confirmation page you can now add this event to your calendar

### Congratulations - you are now registered!

### Attending this event

- 1. Log in to Zoom Events at <u>events.zoom.us</u> with the <u>same email address</u> you registered for the event with.
- 2. Click **Tickets** on the top right of the page.
- 3. From there, you will see your ticket listed for this event and can click **Join Lobby**

$\widehat{\mathbf{G}}$	This will take you to the lobby. Here you will have access to all session, speaker and sponsor details. This is also where you will view plenary sessions.
	Here you will find information on all sessions and allow you to bookmark $\Box$ them to your itinerary.
	This will take you to your bookmarked items $\Box$ which will be crafted into a personalized agenda.
	Learn more about the speakers and which sessions they are apart of.

If you are unable to log in to Zoom Events, please contact <u>AVEM@asu.edu</u> or <u>Erin.Morrow@asu.edu</u> as soon as possible.







# TROUBLESHOOTING

- 1. Error Message: "Unable to Join Lobby"
  - This is most likely due to a mismatch between the Zoom account you registered with and the Zoom account you are currently using.
  - **Solution:** Open your Zoom Desktop Client and log out. Log back in with the Zoom account you registered with.

### 2. Error Message: "Update Required"

 Solution: Click the top right of your Desktop Client and click "Check for Updates." Zoom will automatically update the client and relaunch.



### What will the lobby look like?

Use <u>this link</u> to see an example of how the lobby will look. You can also access the lobby anytime leading up to the event starting on June 2, 2022.

#### How do I know if I have the latest version of Zoom?

Click the top right of your Desktop Client and click "Check for Updates." Zoom will automatically update the client and relaunch.

If at any time you need assistance, please contact <u>Erin.Morrow@asu.edu</u> or <u>AVEM@asu.edu</u>

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