

Leadership Institute 2021 Online Event Platform - Whova

Log-In and Navigation Instructions

For Technical Support or questions about your registration:

Technical Support: 913-544-0233

Registration Support: sharechurchconferences@cor.org or 913-232-4139 or 913-544-0735

Logging in to the Whova Platform for the first time:

So, you are registered for Leadership Institute and received a confirmation email. Now it's time to create an account on Whova – the Online Event Platform! Follow these steps:

- 1) Use [this link](#) to access Whova with your computer (if you prefer to use a mobile device, see instructions below)
- 2) Locate and click the **Sign up here Link** the first time you access the platform.

Note: For those who participated in LI 2020 using the SAME EMAIL ADDRESS, you can log in by entering your email address and last year's password (or click Forgot Password to reset it).



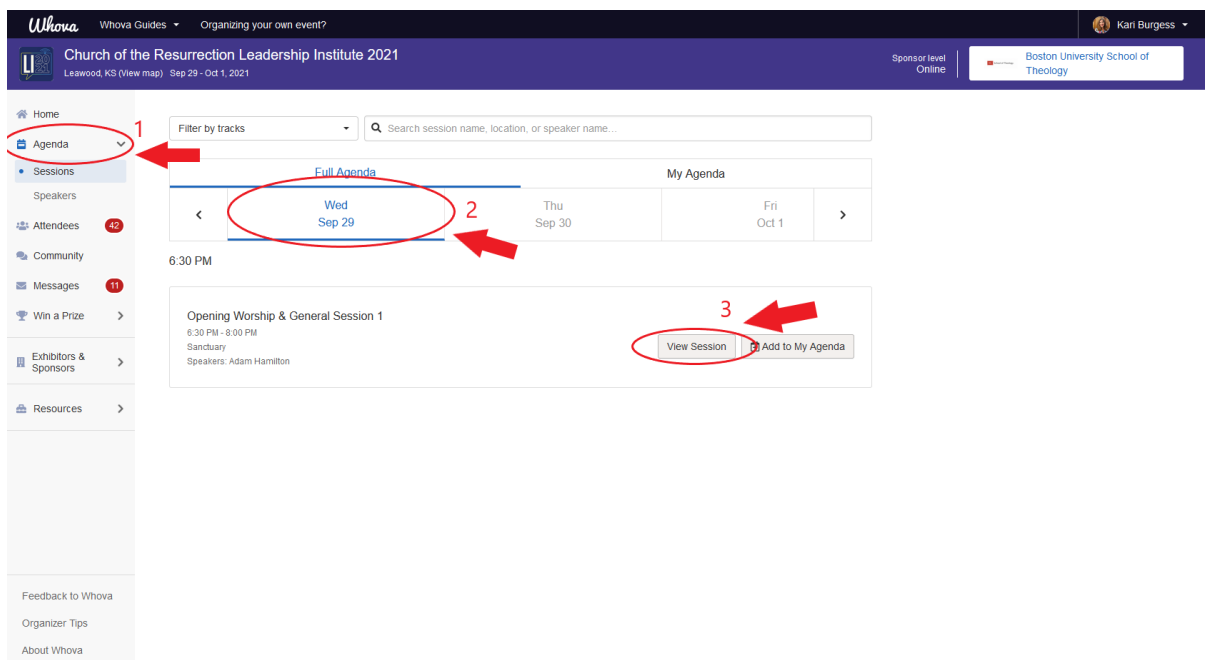
- 3) Enter your first/last name and the Email Address associated with your registration (where you received these instructions). Only email addresses associated with a registration can access the event. Create a Password you will remember and confirm it. Make note of your password.
- 4) Click Sign Up.
- 5) **Bookmark the Whova web app** to help you quickly navigate to the event each time you return for a session.
- 6) **Create your Profile:** The first time you log in to Whova it will ask you to create your Profile.

Navigating the Whova Platform:

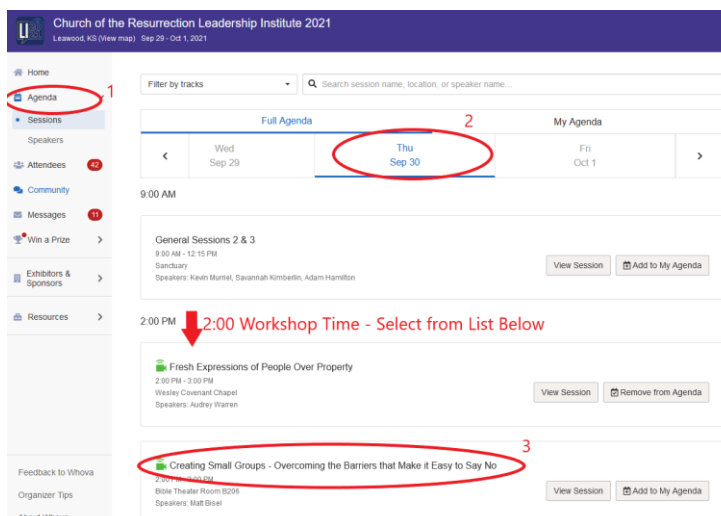
Once you've created your account and profile and are logged in, take time to explore the site to see where to view the sessions, explore the Exhibitor pages and network and engage with other attendees.

Agenda:

1. Find the **Agenda tab** on the left side of the screen. You should see tabs across the top with each day of the event and a list of sessions for the day.



2. You can move through different days by selecting the date you want to view.
3. Each day's morning General Sessions are combined in a single Session called: **General Sessions**. Click View Session or the Session name.
4. **Thursday Breakout Workshops:** Each Workshop has its own Agenda item. Click the name of the Workshop you'd like to attend and View Session.



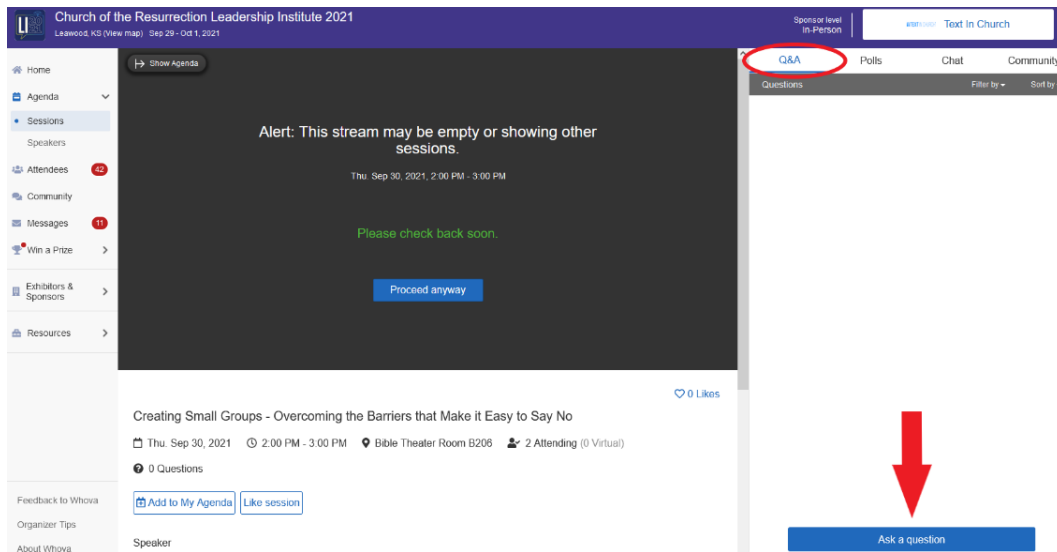
5. Click on the video player to start watching the stream.

Thursday General Session Chat Feature:

Engage with other participants during the General Sessions by participating in the Chat room, displayed on the right-hand side of your screen in Whova. If you are viewing the session in full-screen mode, exit Full Screen to locate the Chat.

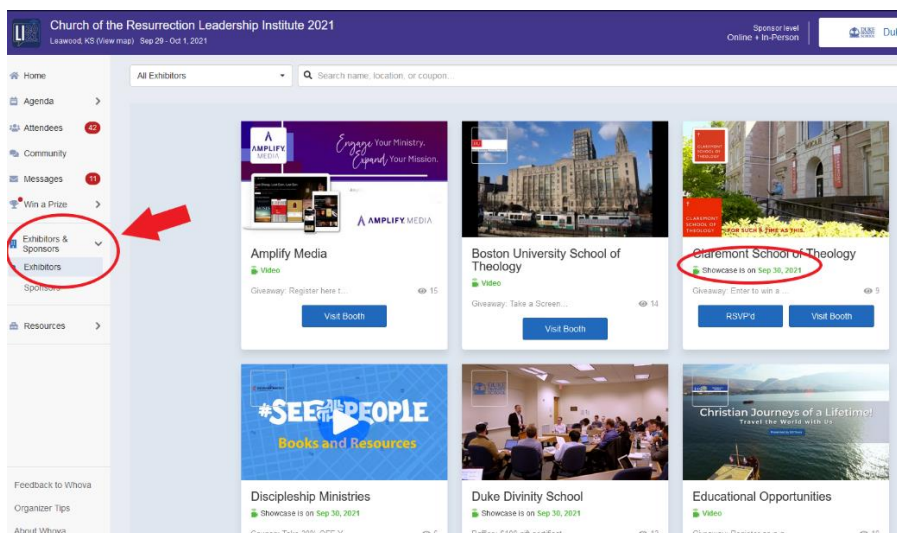
Thursday Afternoon Breakout Workshops:

1. View the Breakout Workshop of your choice (no need to select ahead of time).
2. You may submit Questions in the Session Q & A Feature, also on the right of your screen. The Moderator will review the questions and select a few to pose to the Presenter at the end of the session.

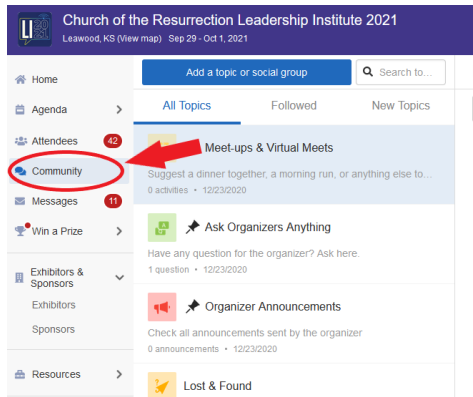


Sponsors, Engagement and Networking:

- **Exhibitors:** Click the Exhibitors tab to see Exhibitor Profiles and visit their virtual booths. You can engage in a **Chat with a representative**, **RSVP to attend a Live Showcase**, **Sign up for a Giveaway** or find **Coupons or special offers**. Each time you engage with our Sponsors, you will be entered to win a complimentary online registration for Leadership Institute 2022!



- **See Attendees:** See who else is attending Leadership Institute by clicking on **Attendees**. **Send a Message** to a friend or colleague. See Messages other attendees have sent you in the **Messages** tab.
- **Community:** **Click the Community Tab** to find or schedule a “Meet-Up” (instructions below), Ask a Question, Find Announcements and post and view photos.



Whova Mobile App Instructions:

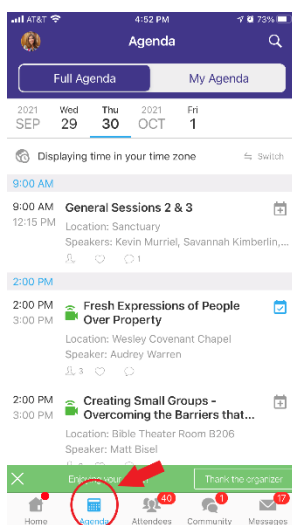
In addition to the Whova website application, there is also a Whova Mobile App you can download to your mobile device. For those attending In-Person and those who prefer to be “on-the-go,” the mobile app is a great option. Consider using the App for the Chat and Community features and the website application to view the Live Broadcast.

Use this QR code to download the mobile app:



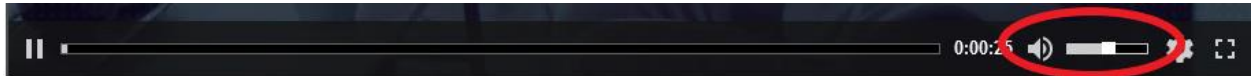
Important: When signing in on the mobile app, use the email address associated with your registration. Please do not sign up with your social media account.

Navigate to Agenda at the bottom of your screen to locate each day’s Sessions to view:

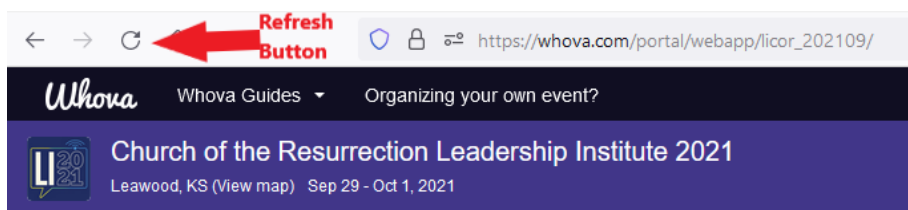


LI 2021 Troubleshooting & FAQ's:

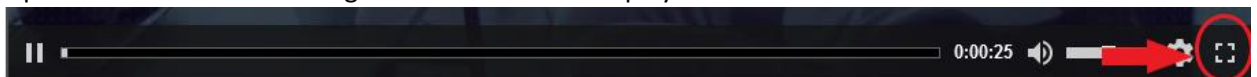
- **Browsers:** The Whova platform can be viewed on a number of browsers, but [Chrome](#) is highly recommended for the best viewing. Safari is second best. **Microsoft Edge or Internet Explorer are not recommended.** Make sure you are running the most recent version of your browser.
- **Navigating to the Live Broadcast:** Go to Agenda, click on the appropriate day and then find the Agenda item that is occurring live. Once you open the Agenda item, the video player should open and automatically play.
- **Volume control on the live video player:** Use the volume control buttons to Unmute and adjust your volume.



- **Live Broadcast appears stuck:** If the live broadcast is not displaying and it is after the start time, try refreshing your browser.



- **Can I watch videos of the sessions later?** The General Sessions and Workshops will all be available for Replay on Whova. Wednesday evening's session will be available by end of day on Thursday, Thursday's sessions by the end of day on Friday and Friday's sessions by the end of day Monday (at the latest). Sessions will be available under Resources → Video Gallery (web app) or Additional Resources → Videos (mobile app). General Sessions and Workshops will be available for 6 months through Whova (with the exception of the Bob Goff session, which is available for 30 days).
- **Can I make the video screen larger?** Maximize the video screen by clicking the disconnected square icon on the bottom right corner of the video player



- **Resources:** Documents related to any of the General Sessions or Workshops can be found under Resources → Documents.
- **Continuing Education Credits** can be found under Resources → Documents.
- **There is a two screen limit with Whova** – you can be logged in on your mobile device and the web app at the same time. However, a Session with an Agenda item will only play on one device at a time.
- **Unique Email Address:** Each participant must log in using the unique email address associated with their registration. Only registered participants can access the Whova Event Platform. If you are unsure of the email address associated with your registration, contact us sharechurchconferences@cor.org.