LOG-IN INSTRUCTIONS & SETTING A PASSWORD

2. Press the Sign In button at the top right.
3. Enter the email that you registered for the Technical Symposium with in the text box and press enter.
4. Click on Email me a login link. You’ll get an email that looks something like this. Press Click here to sign in →

Hey Steven,

Use the link below to sign in to crowdcast within the next 60 minutes. Skip this step next time by adding a password to your account after signing in.

Click here to sign in →
5. The link will take you to the Crowdcast platform. Hover over the icon at the top left to bring up the menu options.
6. Click on **Settings**.

![Crowdcast Settings](image)

7. Scroll down till you get to the **Password** section. Enter your desired password and press **Save**.

![Crowdcast Password](image)

8. You have now set a password. From now on, any time you try to log in, you will have a **Password** option to log in with!

![Crowdcast Sign In](image)
1. To view and navigate the sessions, click on the **SCHEDULE** ribbon to open the drop down menu. Toggle the ribbon again to hide the Sessions menu.

2. From the drop down menu, you can scroll through all the sessions. Information will be provided here about the Title, Presenter, and Timing of the Sessions. Click on a session to join it!
CHAT FUNCTION / ASKING QUESTIONS

1. Once you are in a session, you will be able to use the chat function to write comments, ask questions, and interact with participants and speakers. The chat feature is shown as the right panel of the screen. You can minimize the right panel by pressing the carrot button at the top right.

2. You can bring the panel back by clicking back into the text box at the bottom right.

3. Type in the chat box, and add emoticons by pressing the Smiley Face button at the bottom right. Then press enter to send the message to the rest of the session!
4. To ask a question, press the **Ask a Question** button to the left of the chat box. Type in your question and press enter to submit it to the session. *All participants will be able to see the questions.*

5. Once multiple questions are submitted, pressing the **Ask a Question** button will bring up the pop up window with all questions. Here, you can edit or delete questions you’ve asked, and also comment on and vote for other questions!

6. Moderators will be able to see the top voted questions, and prioritize those questions first.

7. You can also toggle between **TOP questions** and questions that have already been **ANSWERED**. Additionally, you can ask additional questions!