



***Thank you for presenting and giving of yourselves by assisting fellow Christians in social work to grow in their faith and practice!***

We recognize your contributions.  
May God bless you as you give to others during the Virtual Convention.



## BEFORE THE WORKSHOP SESSION

Look up the username and password information for your session so that you can log in as the host of the session.

**Please log in NO MORE than 5 minutes before your workshop  
(5 minutes or less to the start of the workshop)**

***Because of the way the sessions are set up, you will need to be ready with your presentation when you are let into the room!***

***It can get a bit tricky with all of the workshops going simultaneously---  
and they all have to be 60 minutes, in essence overlapping.***

If the workshop is **Track 1**, here is the login information for that session:

username: info@nacsw.org

password: 2015Gift#

If the workshop is **Track 2**, here is the login information for that session:

Username: [cappyshouselcsw@gmail.com](mailto:cappyshouselcsw@gmail.com)

Password: Glory2Jesus

*(\*\*NOTE: This is Suzanne's Zoom account. It is being used during the convention, which is why the email is listed as it is).*

## TO LOG IN AND START THE SESSION

***This year we are not having session moderators. We found that over the past couple of years they were rarely used. Additionally, most people are more than used to using Zoom! If you need assistance during the workshop or right beforehand, email us at: [help@nacsw.org](mailto:help@nacsw.org).***

1. Plan to log in **NO MORE THAN 5 MINUTES** early to any session (as noted above).

To log in to the Zoom account: •Go to <https://zoom.us/>

- Click on the sign-in button
- Enter the applicable email address and password (see above)



2. Find the link to the live remote workshop you are moderating:
  - Log into your NACSW account.
  - Go to <https://www.nacsw.org/sw/user>
  - Enter your email address and password (the one you use for your NACSW account), answer the simple math question, and click on the green “Login” button.
  
3. Once you are logged in to your NACSW account, go to:
  - <https://www.nacsw.org/sw/virtual-convention-landing-page-2023>
  - This is your NACSW Virtual Convention Landing page! From this page, you can link to all virtual convention sessions.
  - *Note: if you see a message on your screen asking you to log in, you might have omitted steps a few steps.*
  - *Go back to these steps to log into your account, and then click on <https://www.nacsw.org/sw/virtual-convention-landing-page-2023> to access the Virtual Convention Landing Page.*
  - Log into the Virtual Convention Landing Page
  
4. From the Virtual Convention Landing Page, after a brief introduction at the top of the page, simply scroll down the page to find the session or event you presenting—**they are listed in chronological order.**
  
5. For all sessions or events, you will find the following information in order:
  - The name of the session/event and the presenter(s); b) the “**Session Link**” underneath the name of the workshop. It will take you to that session or event at the time it is scheduled to occur; c) the “**Evaluation**” link is listed with all of the other evaluations, in alphabetical order. People can scan the QR code to find the evaluation link. Feel free to share with your participants the link for your workshop!

## DURING YOUR WORKSHOP

### PLEASE MAKE SURE TO RECORD THE SESSION!

This year there will not be moderators for the workshops. We have found the past couple of years most presenters did not need them. If you need us, email us or call 510-393-4665 (Suzanne, Director of Organizational Programs, for assistance).

*Here are some reminders to share:*

*Once the designated start time for the session arrives, unmute yourself, but mute all participants and then make the following opening statement (or something similar, feel free to remind people):*

- *Today’s session might be recorded for future NACSW use.*

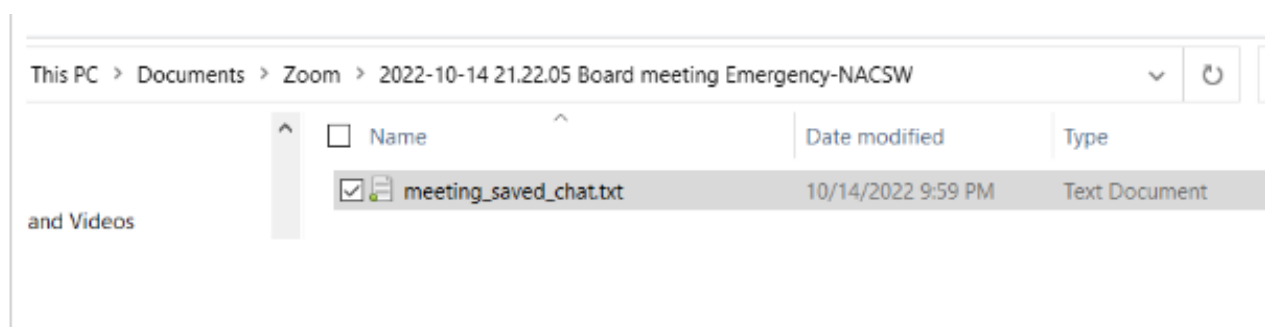


- We will be utilizing the Chat feature and the “raised hand” feature once the presenter begins, so feel free to use either of those as ways to get the presenter’s attention with questions or comments.
- If you have any technology questions at any point in the virtual convention this weekend, the tech team is available via email at [help@nacsw.org](mailto:help@nacsw.org).
- Please remember to fill out your Evaluation form **right after** the workshop has ended by selecting the Evaluation link on the Virtual Convention Landing Page just below the link you clicked on to enter today’s session.
- Lastly, remind participants to go to the Evaluation Links and submit the overall **CE Information Form** (via the [surveyplanet](#) link and the QR code). This is how they will get credit.

## AT THE END OF YOUR WORKSHOP

### TO CLOSE THE SESSION

1. Before you close the meeting session, **save the chat feature** content in a document with the first presenter's last name and the word CHAT (i.e. TANCHAT). • With the chat feature open, click on the 3 horizontal dots at the bottom of the screen and select “save chat”
2. Click the “End Meeting” button. Then click the “End Meeting for All” button.
3. Go to the following folder on your computer: Documents\Zoom. Find all the folders that start with today’s date (for example: 2022-10-28)
4. Open the first folder. The files in the folder should look something like this:



5. Right-click on the file with the name, “meeting\_saved\_chat.txt” and select “Rename.” Rename the file with the same last name and first initial of the presenter and a keyword and date of the presentation and add the word “chat” at the end (for example: SherwoodDEthics111921chat)
6. Send an email to [convention@nacsw.org](mailto:convention@nacsw.org) and attach this chat file.

***If you have ANY questions before your presentation, feel free to email Suzanne at [suzanne@nacsw.org](mailto:suzanne@nacsw.org). We will do our best to assist!***