Thanks so much for registering for the virtual option for NACSW's Convention 2022 from Thursday, October 27th – Saturday, October 29th. We are delighted to have you join us for rich times of learning, connection, and engagement with other Christians in social work over these three days!

To help you get the most out of your virtual conference experience over the next few days, we would like to offer you the following instructions to walk you through the virtual convention experience including:

a) Logging in to our virtual convention dashboard, which is your key to participating in this year's conference
b) Finding all of our virtual convention sessions and events (including livestreamed plenary and panel sessions, live remote workshops
c) Logging into virtual convention sessions and events
d) Obtaining CEs accredited by the Association of Social Work Boards for sessions in which you participate

A. Logging into Your Account to Access the Virtual Convention Landing Page

To log into the Virtual Convention Landing Page:

1. Go to **https://www.nacsw.org/sw/user**
2. Enter your email address and password (the one you use for your NACSW account), answer the simple math question, and click on the green "Log in" button.
3. Once you are logged in to your NACSW account, go to: **https://www.nacsw.org/sw/virtual-convention-landing-page-2022** This is your NACSW Virtual Convention Landing page! From this page you can: a) link to all virtual convention sessions; b) fill out all session evaluations; c) fill out the CE documentation form at the end of the convention. *<Note: if you see a message on your screen asking you to log in, you might have omitted steps #1 and #2. Go back to these steps to log into your account, and then click on **https://www.nacsw.org/sw/virtual-convention-landing-page-2022** to access the Virtual Convention Landing Page.>*

   Note: If you can't remember your password for Step #2:

- *Click on "Forget Your Password?" in blue*
- *At the next screen, type in your email address (the one you use for your NACSW email account), answer the simple math question, and click on the green "Email new password" button."*
- *You should receive an email within in the next several minutes which will have a link in it. Click on this link and you will be logged in and taken to the page where you can click on the Virtual Convention Dashboard.*

OR

If you can't remember/locate your password and you want to change it:
- *Click on "Request a New Password" in blue*
- *At the next screen, type in your email address (the one you use for your NACSW email account), answer the simple math question, and click on the green "Email new password" button."*
- *You should receive an email within in the next several minutes which will have a link in it. Click on this link and you will be logged in to your account. Go down the page a bit and enter a new password into the "Password" field. Type in the password a second time in the "Conforming Email" field, and your password will be updated for future use.*

*If you still can't log in, contact **info@nacsw.org** . If you are having any technical issue apart from not being able to log in, contact **help@nacsw.org**.*

B. Finding Virtual Convention Sessions and Events

To access any virtual convention sessions or events:

1. Log into your NACSW account and go to the Virtual Convention Dashboard at: **https://www.nacsw.org/sw/virtual-convention-landing-page-2022** (see A above)
2. 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 are looking for – **they are listed in chronological order**.
3. For all sessions or events, you will find the following information in order: a) the name of the session/event and the presenter(s); b) the "**Session Link**" (bolded in blue) that will take you to that session or event at the time it is scheduled to occur; c) the "**Evaluation**" link (also bolded in blue) which will take you to an online evaluation for that session or event.
4. If you are using a computer, laptop, or tablet and would prefer to search for a session rather than scroll through the schedule, you can enter "Control-F" on your keyboard, and then type in the title or presenter of the session for which you are searching.

C. Connecting to Virtual Convention Sessions and Events

To connect to any virtual convention session or event (this applies to live remote workshops; plenary session; panel presentation; and morning devotions):

1. From the Virtual Convention Landing Page (see A and B), click on the "**Session Link**" (in blue) of the session or event you want to attend at the time it is scheduled to occur.
   a) If you have previously logged into Zoom, a few seconds after you click on this session's Zoom link, a window should pop up at the top of your screen which reads, "Open Zoom Meetings" or you will see a "Launch Meeting" button. Click on either one of these buttons.
   b) **If this is your first-time logging into Zoom, you might have to first download the Zoom app on your computer or mobile device by following the on-screen prompts. Our guess, though, is that you've probably participated in more than your fair share of Zoom meetings over the past two years!**
2. Enter the following information to join the session:
   - If prompted, enter name and/or email address.
   - If prompted, click "Join with Computer Audio."
3. After you have entered your session, from the Zoom control bar (it should be open on the bottom of your screen; you might need to hover your cursor at the bottom of your screen for the bar to open), select on "Chat" to open the chat screen so that you can make and read comments sent by participants during this session.

Tips If You Run into Any Snags

1. Zoom recommends the use of Google Chrome or Microsoft Edge as browsers when using Zoom. While other browsers like Firefox work some/much of the time, Zoom's functionality is reduced when using browsers other than Chrome or Edge.
2. The Zoom back-up phone numbers are a reliable "last resort" for folks who are just not able to get Zoom's audio to work for them.
   - For our live remote workshops, you could use the following phone number: (312) 626.6799, and the passcode that goes with the session will be available just below the Zoom link on the landing page for each live remote session
   - For our plenary sessions, the panel, and morning devotions, the phone number you can use is: (646) 931 3860. The password is the last 11 digits of the Zoom link for that session.

D. Interacting in Virtual Convention Sessions

Interacting in the Various Convention Sessions

Please note that there are two main types of virtual sessions:
   a) live remote sessions (live remote workshops);
   b) livestreamed sessions (plenary sessions, panel presentation, devotions).

Fortunately, the process for logging into both types of sessions is very similar. However, how you can engage and interact during these two types of sessions is a bit different:

During live remote workshops, all participants can be both seen (via your webcam) and heard (via your computer microphone or phone). Anyone can raise questions or make comments via the session's chat feature.

During livestreaming sessions (for plenary sessions; our panel session, and devotions), we will be using a Zoom webinar format. While anyone will be able to raise questions or make comments via the session's chat or Q&A features, **only speakers and panelists and entertainers can be seen and heard**. Fortunately, a moderator will be monitoring the chat and Q&A features of these sessions, and relaying important questions and comments so that they can be viewed, and when possible, responded to in real time by presenters and panelists in Oak Brook.

E. Obtaining CEs for workshops and other CE events:

To obtain CEs for workshops and all other CE events for NACSW's Virtual Convention 2022, you will be doing the following

Please do the following during and at the end of each session:

   a) During the session or event, make sure to type in your name and email address into the chat feature when the session monitor asks you to do so to document your attendance.
   b) When the session is completed, go to the Virtual Convention Dashboard (**https://www.nacsw.org/sw/virtual-convention-landing-page-2022**).
   c) Scroll down until you find the session you just attended and click on evaluation link just below this session listing to fill out the evaluation for this session.
   d) Take note of the name of this session so that have this information for reference when you fill out/submit the CE documentation form at the end of the convention

Please do the following during and at the end of the convention and/or when you had attended your last CE session:

   a) Click on the following link to go to the Online CE Documentation Form: **https://docs.google.com/forms/d/e/1FAIpQLSdj3Ft_dbghFNESOoH4ea2sNi6xzQS dR9SZ2XyVvzoFAOph0g/viewform**

b) Fill out both pages of the form. The first page will include your name, email address, license information, etc. On the second page, check off all the CE sessions you attended during the convention (they are listed in chronological order). Submit this form when you are done.

c) Shortly after the convention is over (within two-three weeks), NACSW will send to you via email a CE letter that verifies the CE hours you have earned for NACSW Convention 2022!

Most of all, NACSW looks forward to your joining us for our upcoming virtual Convention 2022!