



AGA Atlanta Conferences IO

Attendee Instructions

Thank you for registering for the AGA Atlanta webinar. Please follow the instructions below to navigate the Conferences IO platform and view presentations, interact with speakers and earn CPE credit.

Contents

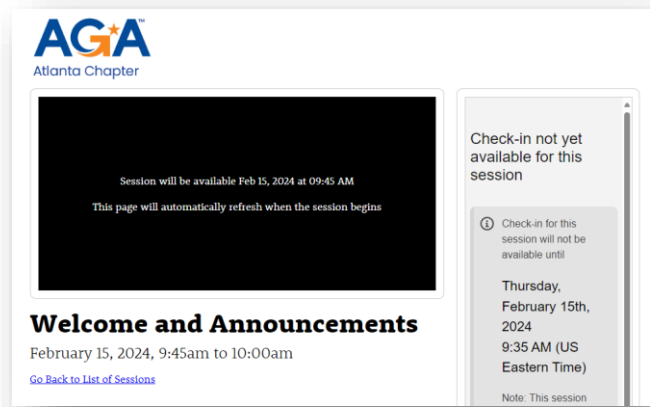
Choose a Session	1
Report CPE Codes.....	3
Ask a Question.....	3
Check Out of a Session.....	4
Join Another Session.....	7

Choose a Session

1. Every attendee receives a unique join link via email from agaatlanta@aga-atlanta.org. Clicking your unique link opens the AGA Atlanta webinar sessions main page. Select the first session "Welcome and Announcements" to view.



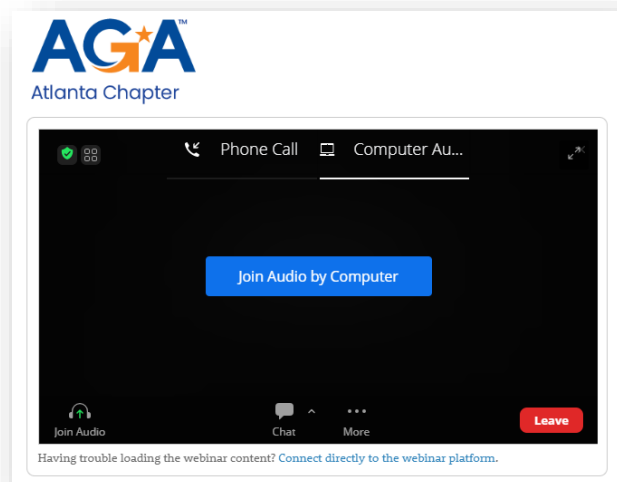
2. Sessions are open for check-in 10 minutes prior to the official start. Until that time, you will see the following message “Check-in not yet available for this session”:



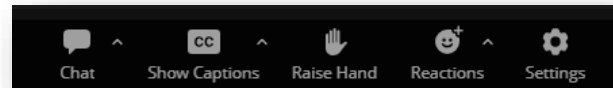
3. When the session is open for check-in your information is populated in the check-in panel. Click “Check In Now”

The screenshot shows a "Check In To This Session" form. It contains the following fields: "First Name" with the value "James", "Last Name" with the value "Shepard", "Email Address" with the value "shepard@audits.ga.gov", and "aga_cfn_id" with the value "39948838448". At the bottom of the form is a blue button labeled "Check In Now".

4. In the webinar window, click “Join Audio by Computer” to connect your audio

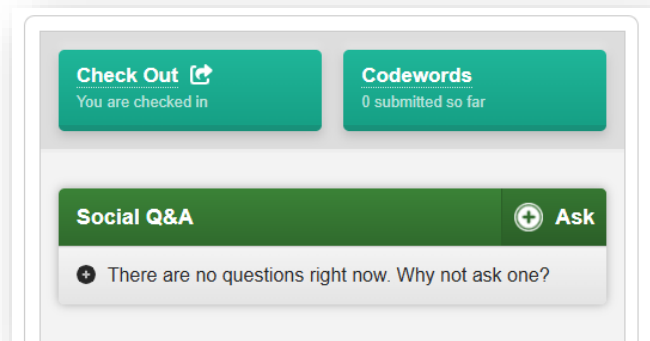


- Zoom controls are available at the bottom of the webinar window.



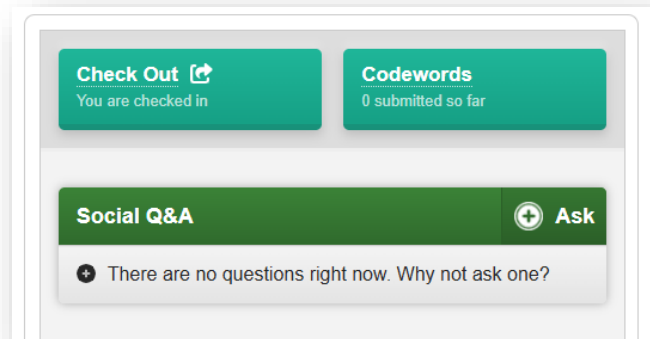
Report CPE Codes

- To receive CPE credit, you must report a specified number of CPE Codewords. Codewords will either be shown in the PowerPoint **or** entered by AGA Atlanta in the Conferences IO "Social Q&A" Section. Attendees will be notified prior to the session beginning how CPE Codes will be displayed.
- Click "Codewords" to report the CPE Codewords that have been displayed during the webinar.

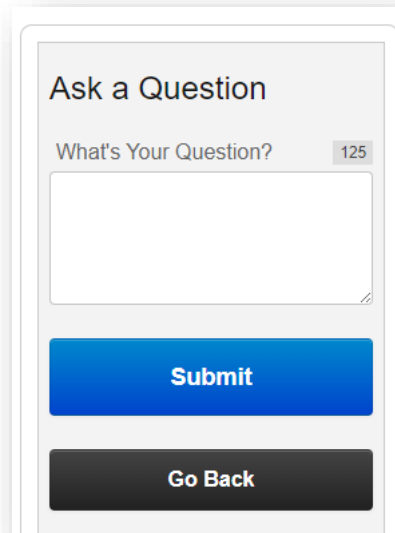


Ask a Question

- The side panel shows the "Check Out", "Codewords", and "Social Q&A" sections. Click the "+" to ask a question during the session, or up-vote questions asked by others.



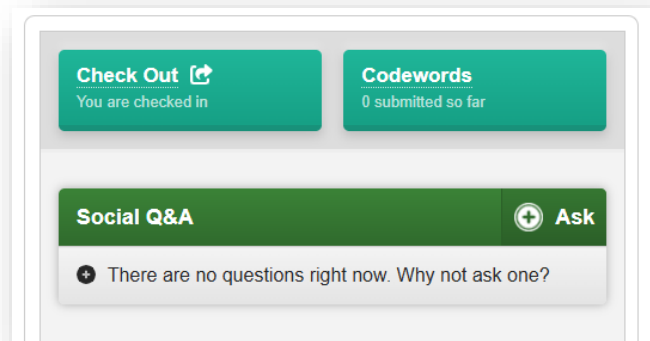
9. Enter your question in the text box and click "Submit"



The screenshot shows a mobile app interface for asking a question. At the top, the title "Ask a Question" is displayed. Below it is a text input field with the placeholder "What's Your Question?" and a character count of "125". Underneath the input field is a large blue button labeled "Submit" and a smaller black button labeled "Go Back".

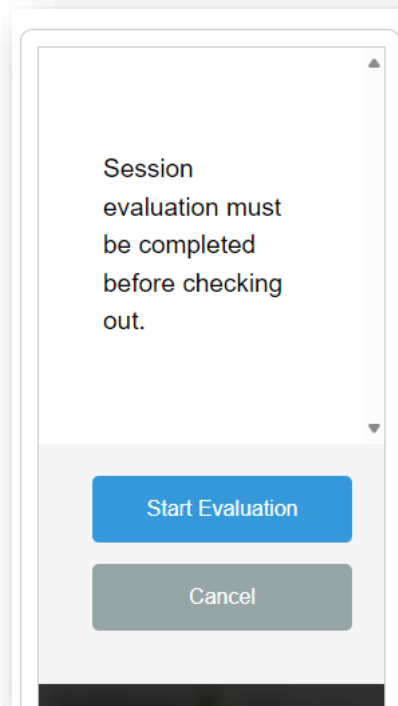
Check Out of a Session

10. Click "Check Out" at the end of the session. Check out is required to receive CPE for session.



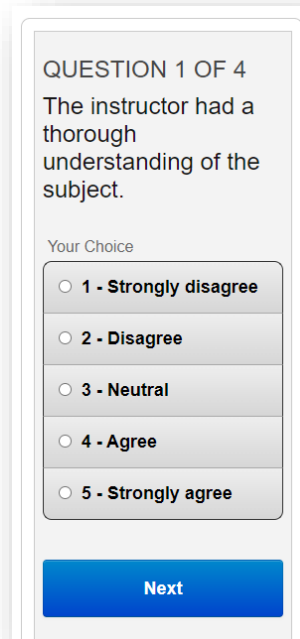
The screenshot shows a session management interface. At the top, there are two teal buttons: "Check Out" with a checkmark icon and the text "You are checked in", and "Codewords" with the text "0 submitted so far". Below these is a green bar labeled "Social Q&A" with a plus icon and the word "Ask". Underneath this bar is a message: "There are no questions right now. Why not ask one?"

11. Before checking out, a session evaluation must be completed. Click on "Start Evaluation"



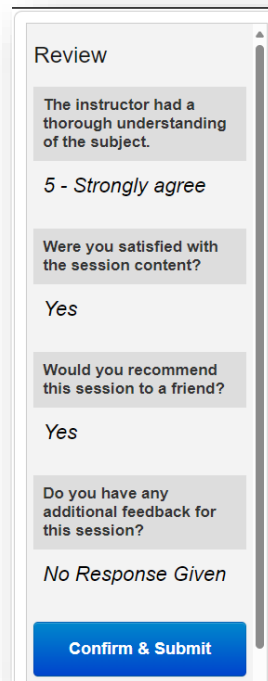
A modal dialog box with a white background and a gray border. It contains the text "Session evaluation must be completed before checking out." in a black sans-serif font. Below the text are two buttons: a blue button with the text "Start Evaluation" and a gray button with the text "Cancel".

12. Answer each of the questions using the option buttons or entering text.



A vertical screen displaying a question. At the top, it says "QUESTION 1 OF 4". Below that is the question text: "The instructor had a thorough understanding of the subject." Underneath the question is the label "Your Choice" followed by five radio button options: "1 - Strongly disagree", "2 - Disagree", "3 - Neutral", "4 - Agree", and "5 - Strongly agree". At the bottom of the screen is a blue button with the text "Next".

13. When the evaluation is complete, click “Confirm & Submit” to confirm your responses.

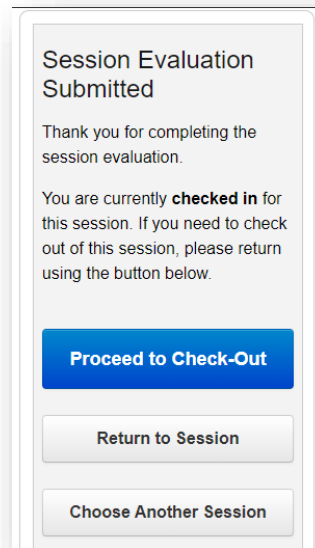


The screenshot shows a 'Review' section of a session evaluation form. It contains three questions with their respective answers:

- Question: "The instructor had a thorough understanding of the subject." Answer: "5 - Strongly agree"
- Question: "Were you satisfied with the session content?" Answer: "Yes"
- Question: "Would you recommend this session to a friend?" Answer: "Yes"
- Question: "Do you have any additional feedback for this session?" Answer: "No Response Given"

At the bottom of the form is a blue button labeled "Confirm & Submit".

14. Click “Proceed to Check-Out”.



The screenshot shows a confirmation screen titled "Session Evaluation Submitted". It includes the following text:

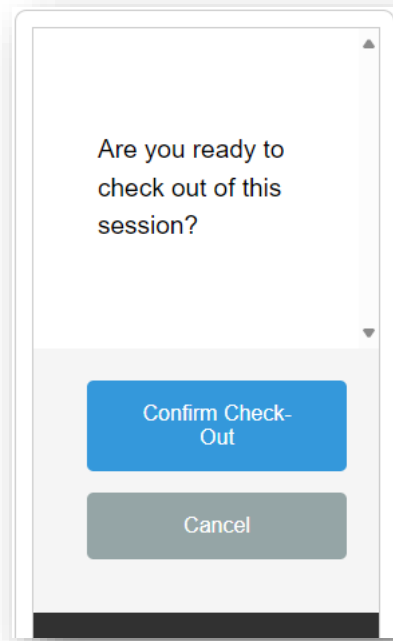
Thank you for completing the session evaluation.

You are currently **checked in** for this session. If you need to check out of this session, please return using the button below.

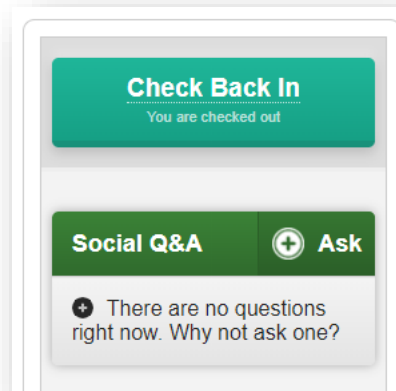
Below the text are three buttons:

- A prominent blue button labeled "Proceed to Check-Out".
- A light gray button labeled "Return to Session".
- A light gray button labeled "Choose Another Session".

15. Click “Confirm Check-Out” once more.

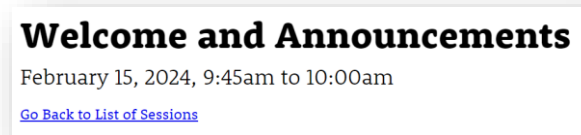


16. The side panel shows the “Check Back In” button once you have successfully checked out of the session.



Join Another Session

17. Click “Go Back to List of Sessions” under the date and time of the current session at the bottom of the Conferences IO webpage.



18. Click on the name of the next session and repeat the check-in and check-out procedure.

