ATTENDEE GUIDE TO USE PATHABLE

Attendee Access Links will be emailed out on August 16, 2022.

1) **How to Get Started**
   - Upon receiving an invitation from Pathable , please follow the link to edit your profile.
   - 'Claim your account' screen will be pre-populated, please make any changes necessary and agree to Terms & Conditions.
   - You will be directed to a profile screen where you can upload a photo, add your bio and any additional contact information.
   - Press the orange SAVE button, and you are all set!

2) **How to Use Pathable**

   As an attendee in Pathable, you will have the opportunity to attend sessions and interact with attendees. To get around the platform use the navigation bar at the top right (Home, Schedule, People, etc.)

   Home: This button will always bring you back to the main screen.

   Schedule: Under the schedule tab, press agenda to browse our schedule. To enter a live meeting, simply click on the agenda tile for that meeting and click 'join meeting'. This box won't appear until 1 minute prior to the session live date/time. You can also add items to your specific agenda (and view under 'my agenda')

   People: From within the People tab, you can browse through the attendee list and send messages.

   Conversations: Interested in starting a discussion about something? Feel free to do so under this tab, in a chat box. You can also browse and contribute to other ongoing discussion. Any requests or messages will also be listed under this tab.

   Account: This tab will allow you to update your profile and get general information about the platform

3) **How to Watch Sessions**

   Make sure you have the latest version of Zoom downloaded on your computer or phone. All virtual sessions take place through Zoom. Any webinar session will be embedded on the platform. All meeting sessions will have a Zoom window pop out. You must add any session you plan to attend to your Agenda.

   All sessions will show a countdown leading up to the date/time they are live. Attendees can only access the session one minute prior. For example, if a session starts at 9:00 am, attendees will only get access starting at 8:59am. The countdown box will change to "Join Now" when you are allowed to enter the session.