



Event check-in

When you first log in you will be prompted to confirm your audio and video capabilities. It is important to make sure both are working so that you can participate fully in the presentations and networking sessions.

You will also be shown your event check-in screen. This is a one time check-in process where you can confirm or edit details, upload or change your profile picture, and tell us a little bit about yourself and your social media channels. It is also very important to confirm your time zone and to select what personal information you would like to share with other attendees through the meeting hub (ie phone, email, address, social media).

Once you have completed the check-in process, select **Update** in the bottom right-hand corner.

The screenshot displays the 'Event Checkin' interface. At the top right, there is a red 'Update and Close' button. The main content is divided into two sections: 'About You' and 'Profile'.
The 'About You' section includes the text 'Your contact details were provided as part of your registration' and a form with the following fields:
- First Name: Michael
- Last Name: Johnston
- Organization: GTC Meetings
A hand cursor icon is positioned over the 'Update and Close' button.
The 'Profile' section includes the text 'Update your photo, bio and social media here' and a 'Profile Picture' area with 'Upload', 'Capture', and 'Delete' buttons. Below this is an 'About me' text area containing a bio: 'I am a long term exhibition and presenter specialist and I have been working in the non-profit world for much of my career. I take great pride in managing detailed exhibition spaces and complex booth arrangements. I hail from Dallas, Texas and I am a graduate of the School of Hospitality from the University of Nevada Las Vegas.'