

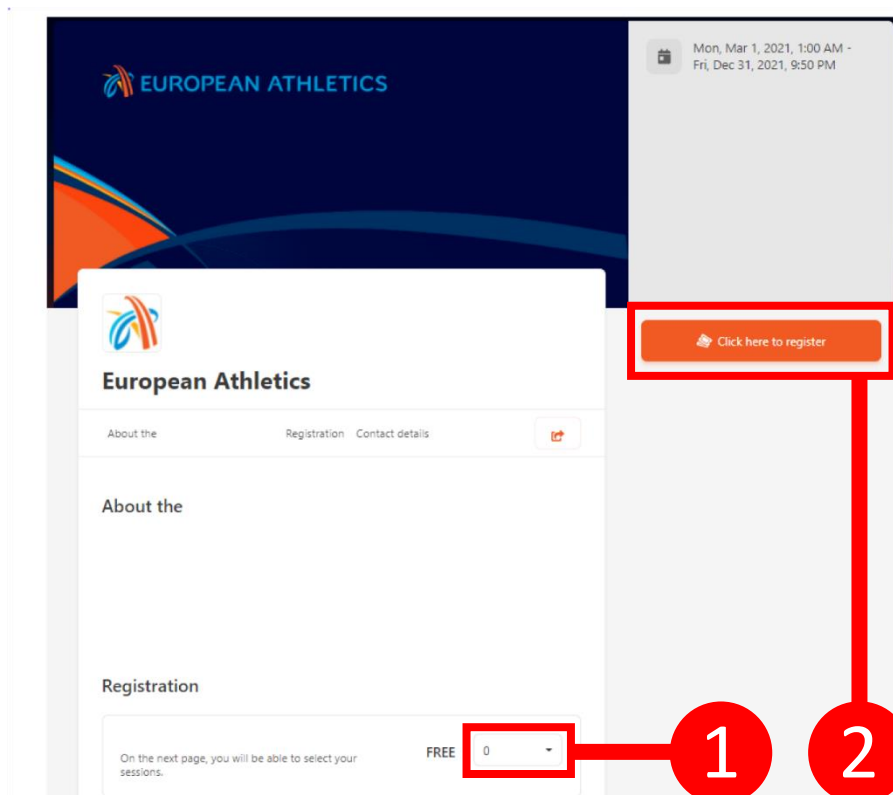
Online Event Platform

User Guide

Once you click on the link, you will be directed to the below registration page. Please select the number “1” (Point 1.) and then click on the orange box “**Click here to register**” as highlighted here below in red (Point 2.), no promo code is needed.

After this step, please enter your personal information, choose the sessions you wish to attend and click on the orange box “**Place order**” on the right. At the end of the registration process, you will be able to click on the orange button “**JOIN THE EVENT PLATFORM NOW**” to access the platform of the event. You can bookmark the page so that you can easily access it in the future.

Remember you need to register yourself only once through the registration page, then you can register yourself to any sessions directly inside of the platform in the “**Agenda**” tab on the left and by clicking on the “+” sign on the correct session at the correct date (you can find the programme in the “**Home**” tab inside the platform).



When accessing the platform, you will have to log in as below, please use the same email address with which you registered yourself in the registration form above. You will be then invited to create a password. The same email and password can be used to access all European Athletics online events.

Welcome

Email *

CONTINUE

CONTINUE WITH FACEBOOK

CONTINUE WITH LINKEDIN

CONTINUE WITH GOOGLE

CONTINUE WITH APPLE

Once inside of the platform, please take note that you will appear in the tab gathering the list of participants highlighted below (1.). To update your profile and choose which information you would like to display for other fellow attendees, please click on your profile button highlighted below and then on “Me” (2. and 3.)

High Performance Online Week
Jun 7 - 11, 2021

Home

Agenda

News

Resources

Participants

Speakers

Mobile App

Me

Accessibility Adjustments

Language

Legal

Acknowledgements

Log Out

1

2

3

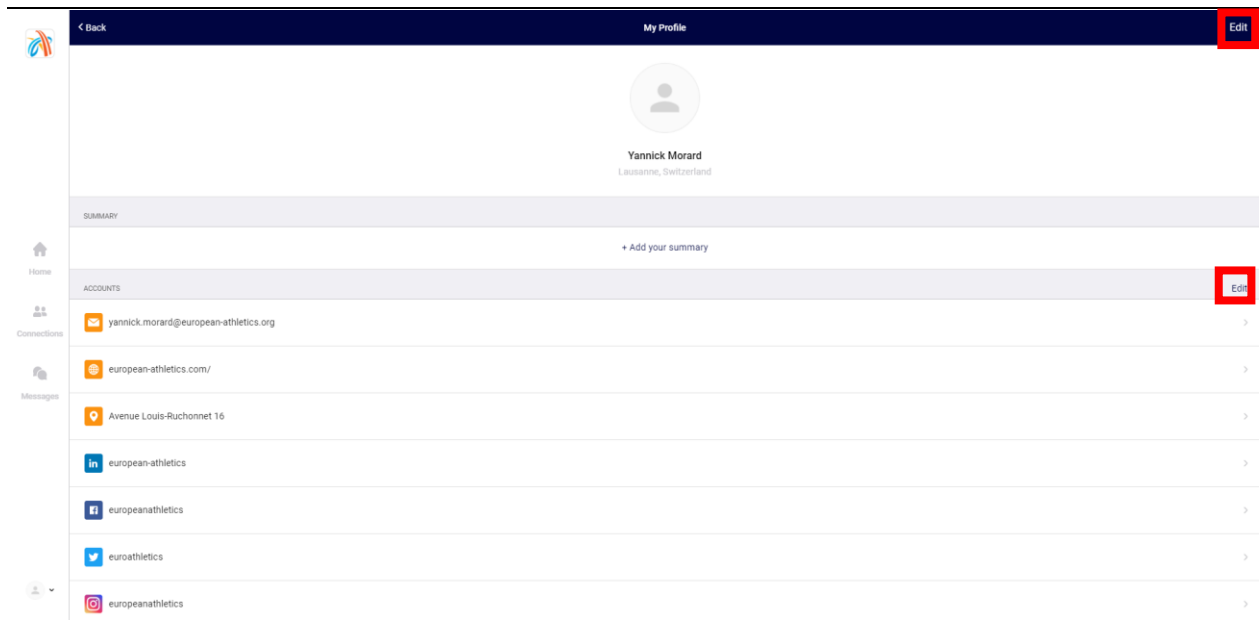
EUROPEAN ATHLETICS
HIGH PERFORMANCE
ONLINE WEEK

Welcome to the European Athletics High Performance Online Week!

Please find below the programme of the event:

Monday 7 June	10:00 – 10:15 CET
European Athletics.	Jean Gracia (FRA)
	10:15 – 11:00 CET

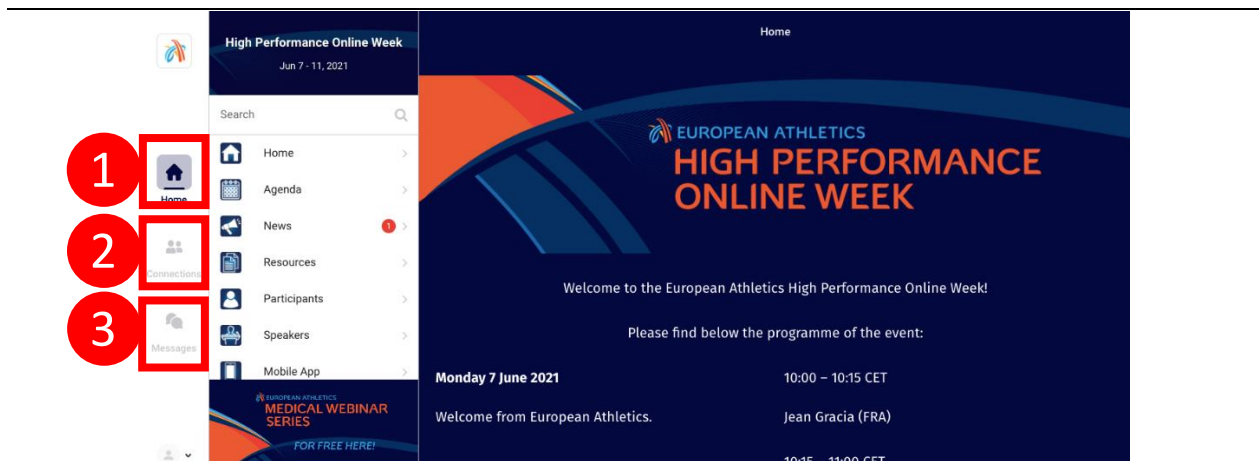
In the **“Me”** menu, you can add a profile picture and change any information you would like to display (social medias, website, position, personal information) by using the **“Edit”** buttons highlighted in red below. Please note that any information you choose to display in your profile will be accessible by other participants who you added as **“Connections”**.



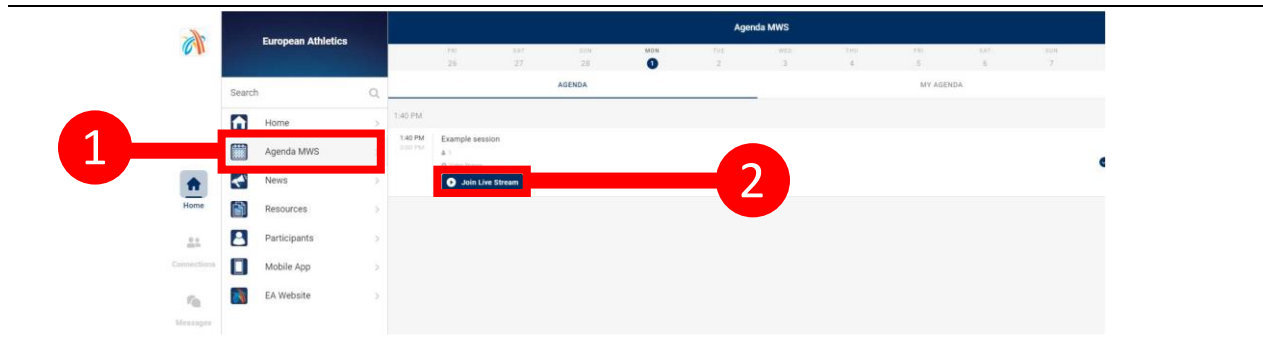
You can then modify or delete any information by clicking on the **“Waste bin”** icon or you can add personal information by clicking on the **“+”** icon, as highlighted below. Your profile will remain identical for any European Athletics online event you will register yourself to.

Once you access the platform, here are 3 first menus on your left:

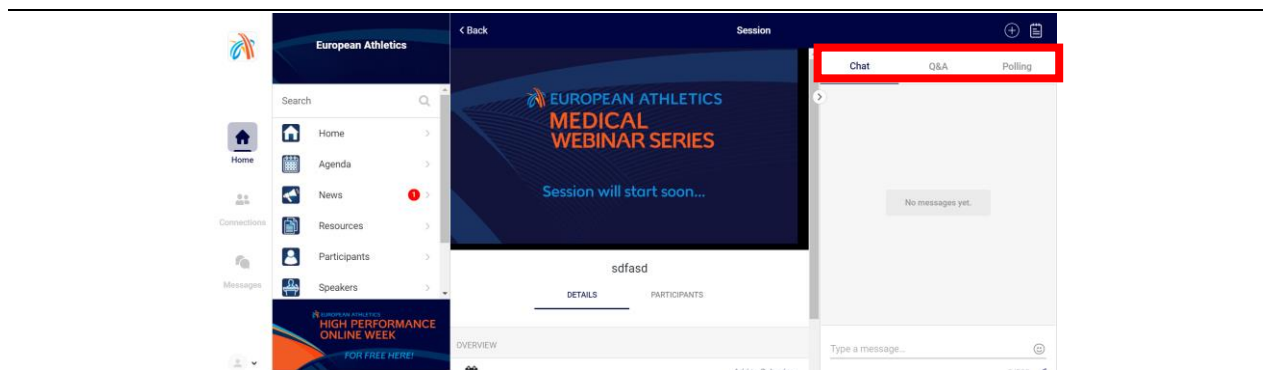
1. **“Home”**: Access content and the platform’s tabs
2. **“Connections”**: Lists all participants you have connected to
3. **“Messages”**: Have conversations with other participants



To access the online events, use the tab **"Agenda"** (1.), click on the correct date and then on **"Join Live Stream"** (2.) of the correct webinar, as shown below. Please note that the **"Join Live Stream"** will appear only 15 minutes before the starting of the webinar and will disappear when the webinar ends.



Once the webinar starts, you can freely use the **"Chat"** with other participants, ask your questions through the **"Q&A"** tab and participate to the **"Polling"** if any. You can also ask your questions in the Q&A box before the webinar starts.



If you encounter any difficulty with the platform, please use [this link](#) and ask your question to the support team from our service provider "Socio", by clicking on the small widget similar to the one below at the bottom right of the screen.



And here is the description of the other tabs as shown below:

1. **"Home"**: Access to the programme of the event
2. **"Agenda"**: Access to the general agenda of the event, from which you can register to any session which will then be added to **"My Agenda"**
3. **"News"**: News shared by the organizers (reminders, planning changes, etc.), there is a red signal when a new information comes out (see below)

4. **“Resources”**: Access to any material (PDFs) from past webinars
5. **“Participants”**: List of participants registered in the platform and possibility to use the **“+Add”** button to connect with these
6. **“Speakers”**: List of speakers of the event, you can find information about them and contact them
7. **“Wall”**: Express yourself to the whole community
8. **“Mobile App”**: Shows you where to get the mobile app of the event
9. **“EA Website”**: Access to the European Athletics Website



If you have any questions, please feel free to reach out to Yannick Morard (yannick.morard@european-athletics.org.)