

ANU CRAWFORD LEADERSHIP FORUM

Event site help guide



Logging in

1. To access the forum, use the email address that was used when registering for the event.
2. Access the event at [Event Site](#) or download the app:

[Download iOS app](#)

[Download Android app](#)

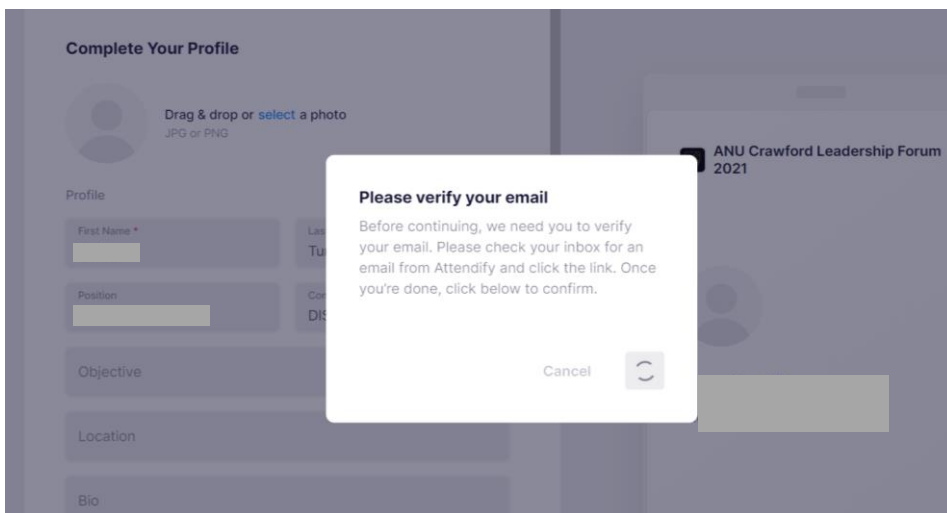
Need help?

My email address is not recognised

The event site can only be accessed with the email address that was used to register for the event.

If your email address does not work, or you are unsure of what email you have been registered with, contact events@anu.edu.au.

I have verified my email and I'm stuck at a page like this:



Please try the following:

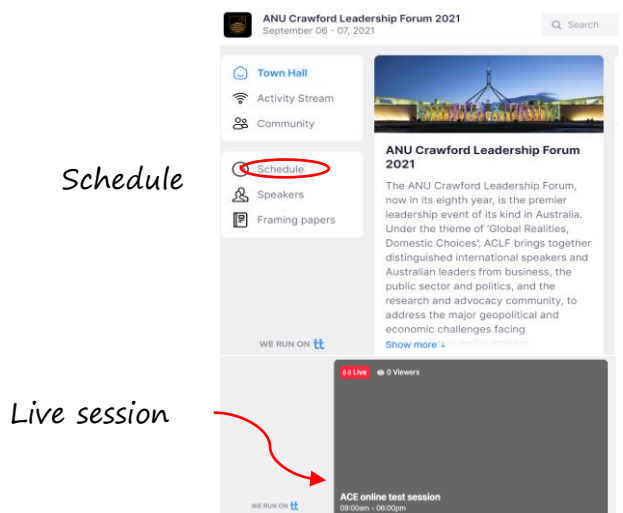
- Refresh the browser tab
- Close browser tab and try the [Event Site](#) link again
- Contact events@anu.edu.au if you cannot resolve the issue



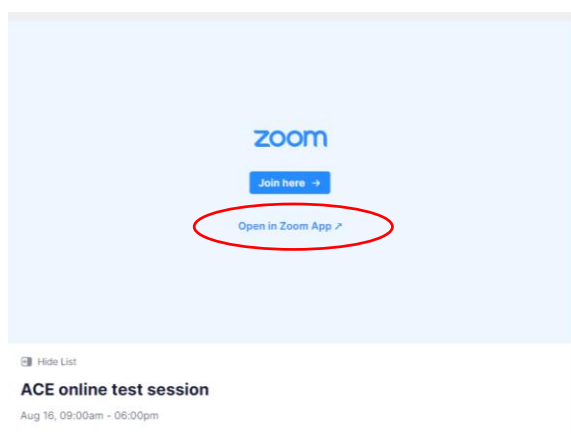
Accessing sessions*

*The following instructions are for the Event Site, however the Event app options are very similar

1. Registration is required to access individual sessions. Only one session can be registered for in any given timeslot.
2. Your upcoming session will be visible in the **live session** box. All other sessions can be found in 'Schedule'.



3. We recommend opening the session in Zoom app for best experience.



Need help?

I can't access a session and I get a message saying 'Registration is required for this session'.

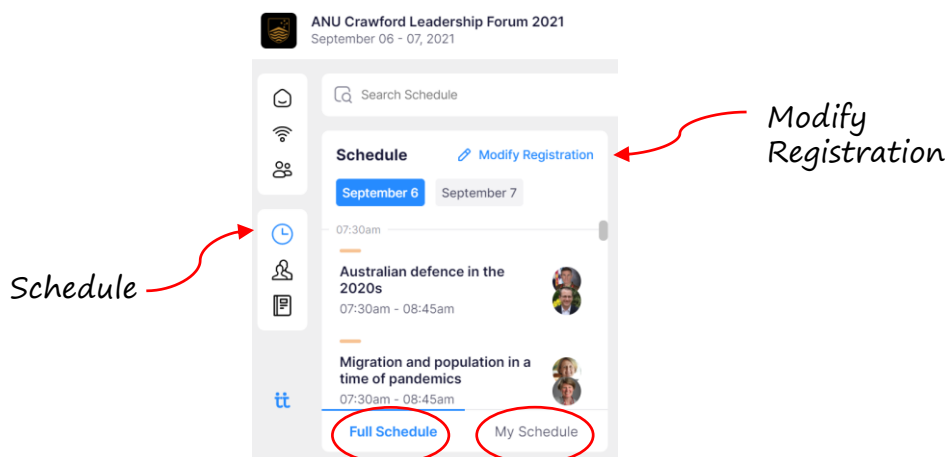
If you cannot access a session, see Changing/adding a session below



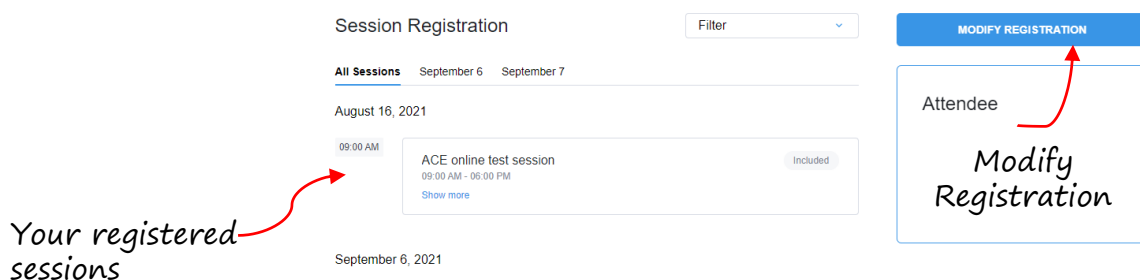
Changing/adding sessions

1. Navigate to schedule (clock icon)

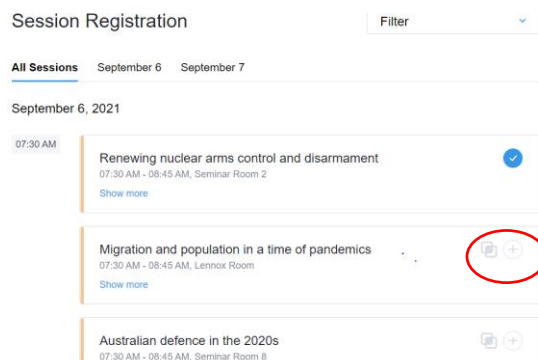
2. Click on the **Modify Registration**



3. This will open a new tab containing registration information. Click **Modify Registration**



4. Select the session you wish to attend/change using the **+** sign and click **save changes**



5. Navigate to **Schedule (clock icon)** and click on **My Schedule** to check if the registration was successful



Changing/adding sessions

Need help?

I cannot access the session I just registered for.

If you have successfully added a session, a **confirmation email** will be sent to your registered email address.

I received the confirmation email but still cannot access the session

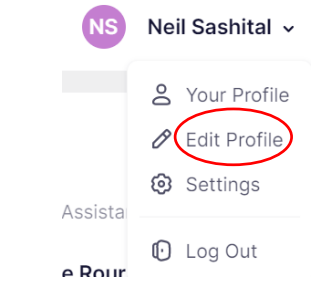
The event software takes a moment to reflect your changes. Therefore, either **refresh or close the browser and follow the link back to the event site.**

If you can still not change/add your sessions, please contact events@anu.edu.au

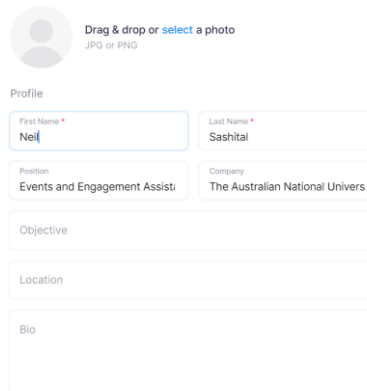


Communication and Networking

1. Your profile can be updated to add or remove information. Go to **Profile** (your name) on the top right side of the screen > **Edit profile**.



2. Edit details and **Save**

A screenshot of a profile editing form. At the top, there is a placeholder for a profile picture with the text 'Drag & drop or select a photo' and 'JPG or PNG'. Below this, the 'Profile' section contains several input fields: 'First Name' with 'Neil', 'Last Name' with 'Sashital', 'Position' with 'Events and Engagement Assist...', 'Company' with 'The Australian National Univers', 'Objective', 'Location', and 'Bio'.

3. Attendees can interact with other participants through **Activity stream** (like Twitter) or send personal messages through the **Instant Messages feature**

