

navigatingthetechnology

Whether you are brand new to online learning or have multiple virtual events under your belt, we want to make participating in MTA's 2022 Virtual Conference as easy as possible! Below are some more tips on navigating the virtual conference website and for using Zoom, trouble-shooting suggestions, and our top tech questions. Please spend time BEFORE the event ensuring that you do not have any troubles accessing the conference website or with your computer, settings, etc. Questions? Email emily@michigantownships.org, or call MTA at (517) 321-6467, ext. 9 and our assistance team will be happy to help!

Navigating the platform

When you log in to the virtual conference website, the menu bar at the top of the screen includes helpful navigation buttons. Log in early and click around! Key areas include:

- **Sessions:** Contains a list of all sessions by day, including educational breakouts, Opening and General Sessions, and the Annual Meeting. Find sessions by clicking **"Virtual"** under the **"Tracks"** drop-down on the left side of the screen. Sessions are streamed using Zoom; see below for additional details.
- **Document Center:** Visit this page to download and print presentations and other resources for any (or all!) of the educational sessions.

Accessing the sessions

- All educational sessions and main stage events use Zoom. You must have Zoom downloaded onto your computer or device to watch the live sessions (note that Zoom is not required to watch recordings of the sessions after the event). Download it before the event at <https://zoom.us/download>. Already use Zoom? Please make sure you've installed any software updates.
- To join a session, simply click the **"Join"** button to the right of the session title in the **"Virtual"** section about five minutes prior to each session. You may need to refresh your browser if your button does not appear automatically.

- You'll then be prompted to "Open Zoom" to join the session. **Be sure to "Enable Computer Audio" so you can hear the presentation.** If you are placed into the "Waiting Room," it means the session has not started yet. You will be redirected into class when the session starts. For all sessions, attendees will be muted and will not be visible on camera by default.
- To ask questions during an educational session, click on the "Q&A" button at the bottom of your screen and type your questions. Answers will either be typed into the feed or answered live by the presenters. The chat feed is where you'll find helpful tips and technical assistance.

Additional Q&As

What if I need to change my email address?

Every attendee must have an individual email address on file with MTA (the email address where you receive our emails) to access the virtual conference. To add or update your email address, email emily@michigantownships.org with your name, office or title, township/county and email address you wish to use for log-in.

What if my computer doesn't have a webcam or microphone?

You do NOT need a webcam or microphone to take part in our virtual conference. You can simply click on the sessions in which you want to participate and watch and listen. You DO need to enable to your computer's audio so that you can hear the sessions (when you join the live sessions via Zoom, you will be asked if you want to connect or enable computer audio. The answer is YES!).

What if I want to watch or listen on my smartphone, iPad or tablet?

Either use the web browser on your iPad/tablet to watch via the virtual conference

A big "Thank You!" to
Shumaker Technology
Group, 2022 MTA



Websites, Drone Video & Document Management

Conference Gold Sponsor, for your support and for providing technical assistance for our virtual conference!

web link, or download the event app (search for "Eventpedia" in your [app store/Google Play](#)). Search for **MTA 2022 Annual Educational Conference & Expo** and click to download. The event will appear in the "My Events" tab. Click the event to launch and log in with your email and password **mta2022**.

Due to compatibility issues, we recommend setting up your account on a computer first as some users may also require additional Zoom instructions. Contact MTA for assistance.

What if I get logged out?

If you accidentally log out or close your internet browser, simply sign in again and rejoin your session by clicking the **"Join"** button for the session you wish to view.

I keep getting an error message when logging in. What should I do?

If you receive an error message that your email address is not registered, first double check the spelling, and that you are using the email address on file with MTA, and try again. Still having trouble? Email emily@michigantownships.org with your name, township and the email address you wish to use, and we will update your account.

I didn't get the confirmation email, but I know I'm registered. Can I still log in?

Yes! Simply navigate to <https://mta2022.eventpedia.us/> or click the link found in your "Getting Started" email.

NEED ADDITIONAL ASSISTANCE?

We're here to help! Email emily@michigantownships.org or call (517) 321-6467 and press 9. Our phone lines may be busy before and during the event, so email is often the fastest way to get a response. The wait times for tech troubleshooting will increase closer to the event start times, so please spend some time testing it out and exploring the [conference website](#) in advance! We appreciate your patience.