Handout hopin.to
Tutorial for participants

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1. Technical equipment and the right web browser

Please use a computer with a current Windows 10 / MacOSX operating system, such as:

- **PC**
- **iMac**
- **Laptop**
- **Macbook**

If you want to perform live a webcam and a microphone is required. We recommend to use a headset. This avoids feedback of the sound and provides a good voice quality.

Basically every modern smartphone or tablet can participate in a hopin.to event.

However, for performance reasons the above mentioned device category is recommended.

Please make sure that notebooks are connected to a power supply via power supply unit.

1. Technical equipment and the optimal browser

Google Chrome

We recommend using google chrome in it's latest version!

You should have an Internet connection with at least 10 Mbit/s download/upload and DO NOT use VPN. Please also note the network requirements of Hopin.

For Mac-users:

It is recommended for Mac users to switch to the "Google Chrome" browser instead of the standard "Safari" web browser.

Please note, that the Microsoft Internet Explorer is not supported!

2. Registration on hopin.to

a) You've received a link from the organizer to purchase an event ticket:

→ open this link

b) The registration page of the event opens up. You will see all available ticket options:

1

→ click on your desired ticket category

c) When you confirm your ticketpurchase by clicking the „Checkout" button, you will receive the virtual ticket and thus have access to the event,

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→ You will now be asked to to log in with your account.

→ If you don't have a hopin.to account yet, we will explain how to create one on the next page.

2. Registration on hopin.to

1) Please enter your contact details and an email address here.

2) Please choose a secure password.

3) **Please note that the key information is your given email address. You're going to use this to log in to hopin.to at future events too.**

   You should therefore check it's correct spelling twice.

4) Confirm your agreement to the general terms and conditions and the data protection regulations.

5) Click the „Sign up" button.
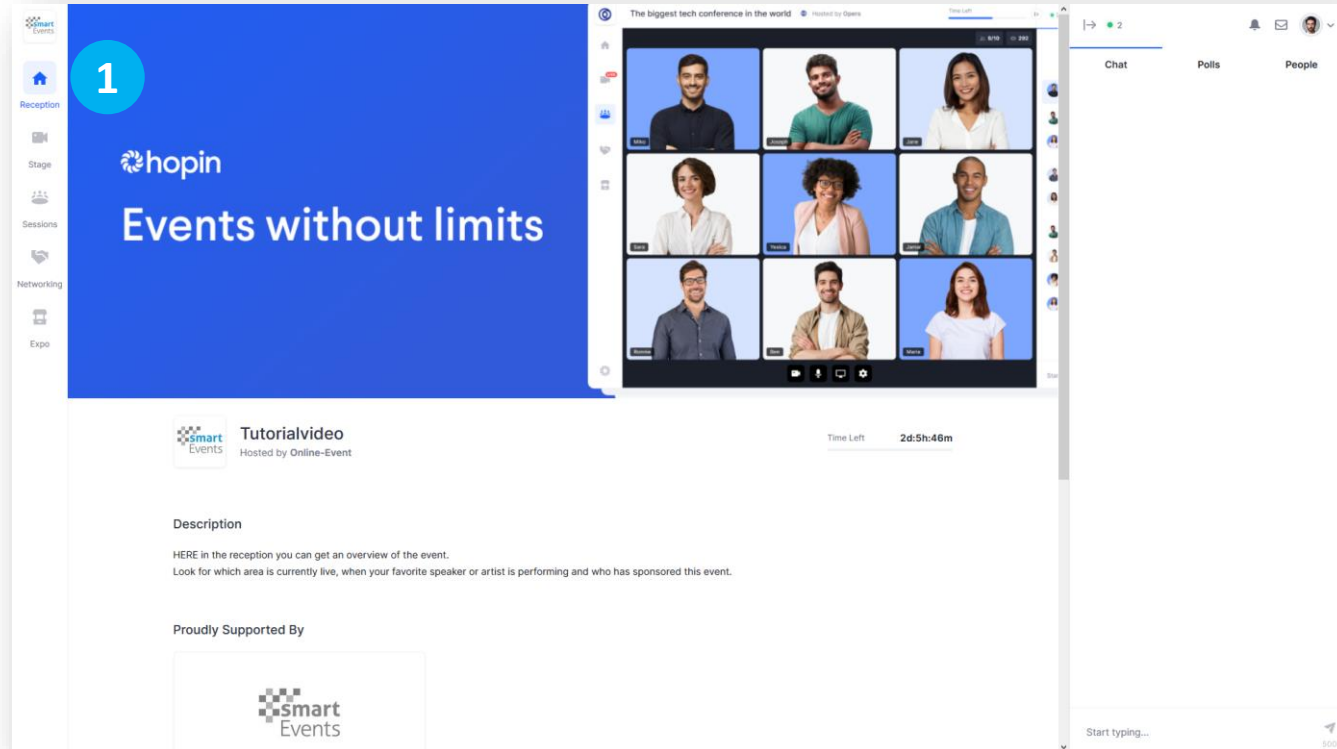
3. Basic functions
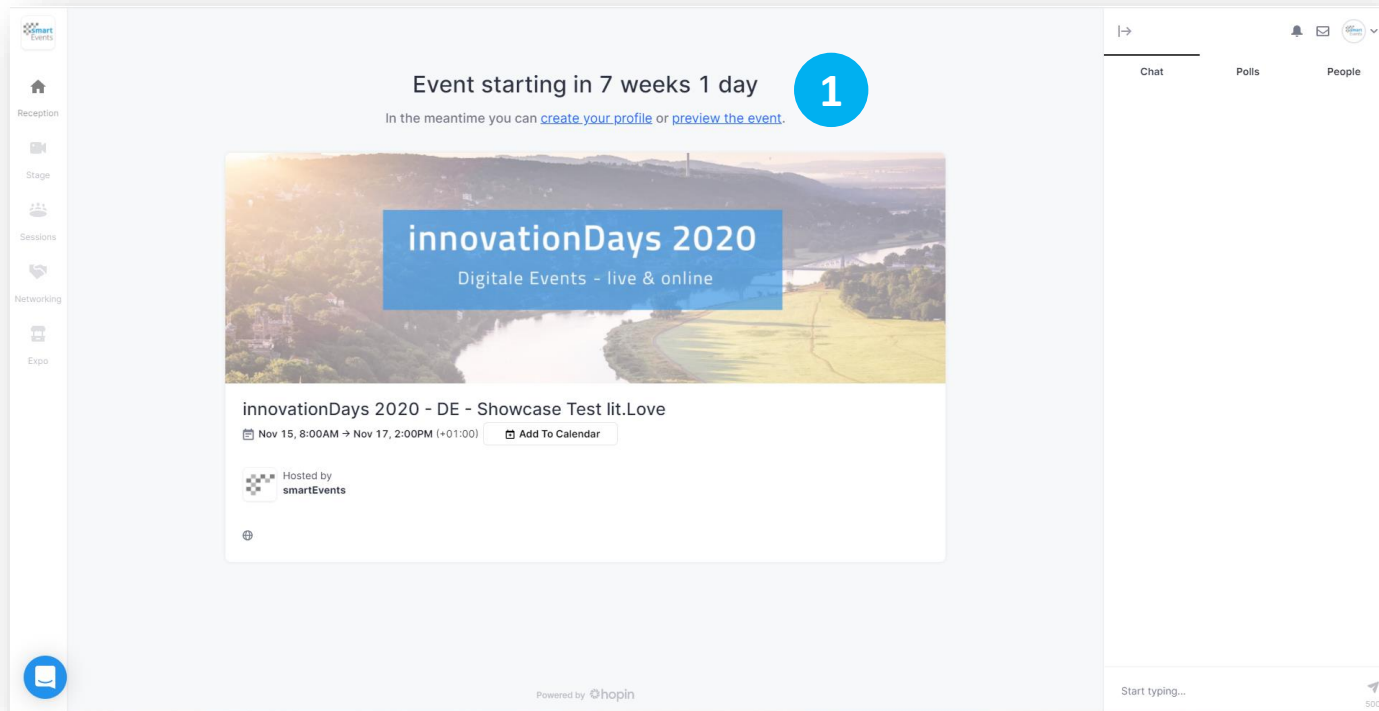
You will then be directed to the appropriate event.

1 If the event has not yet started, you will see this view.

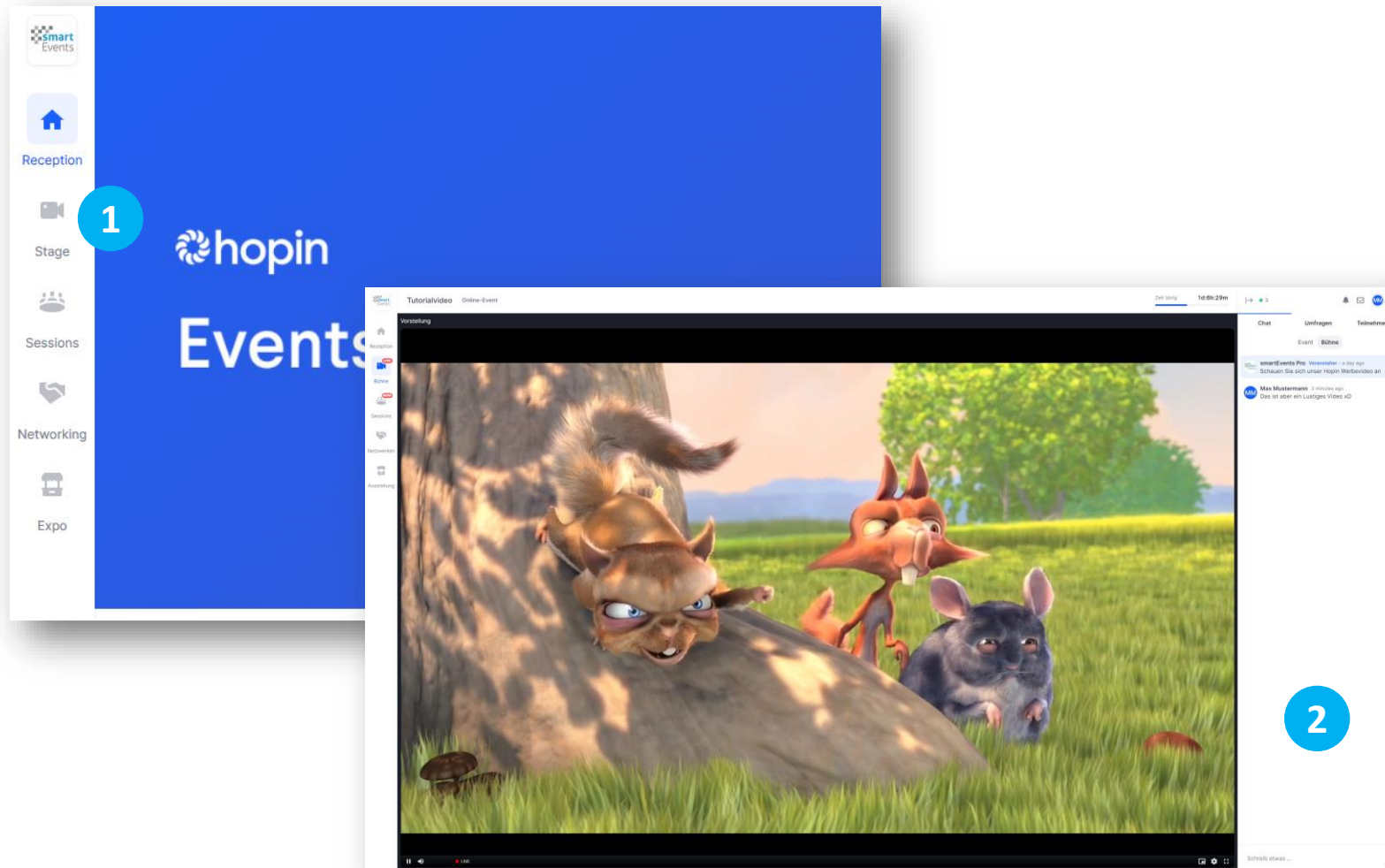As soon as the event is opened, the view is updated automatically.

3. Basic functions

1 Upon entering the event you will find yourself in the **reception area**.

You will find a description, the exact time schedule and, if applicable, the sponsors of the event.

3. Basic functions – how do I get to the stage?

1 Click on „Stage" in the left menu bar.

2 The stage area opens up and you can see what happens on the stage or what is going to happen next.

3. Basic functions – stage functions

Pause/ Play the stage program.

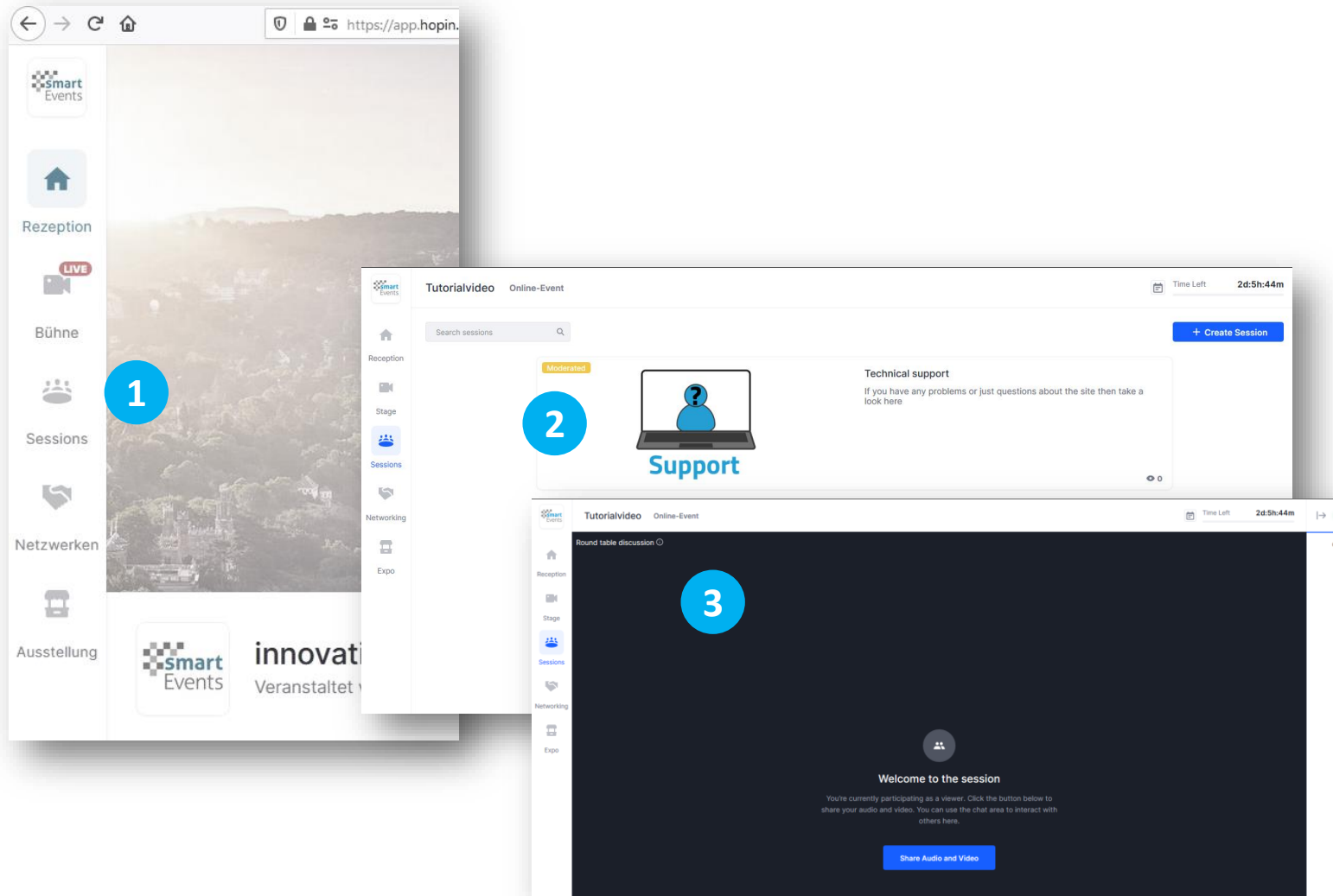Click this icon to activate the full screen view of the stage.

Adjust the stage's volume.

This function allows you to display the stage program in an extra window. You can now navigate through the event and follow the action on stage.

You can adjust the quality of the stream to your bandwidth here.

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## 4. Basic functions – how do I get to a session?

1 Click on „sessions" in the left menu bar.

The Sessions page opens and you can see all sessions that have been created and shared for you in the event.

2 To enter your session, click on the desired session rom.

3 You are now in your room.
Depending on the event, you can also share your audio and video (and then be seen by the audience).

4. Basic functions – how to interact with others in a session
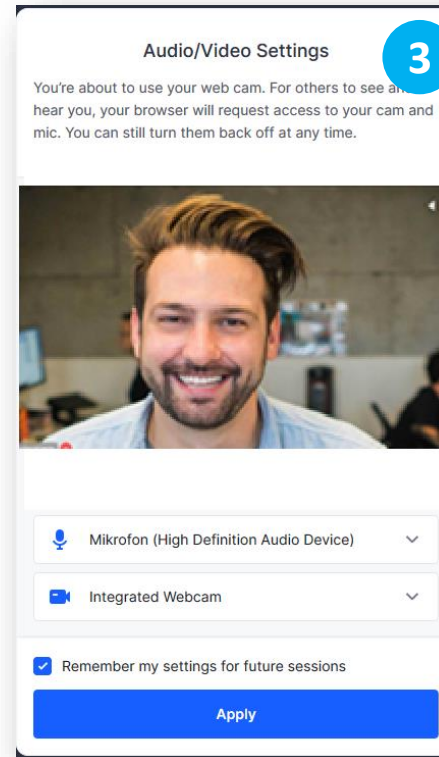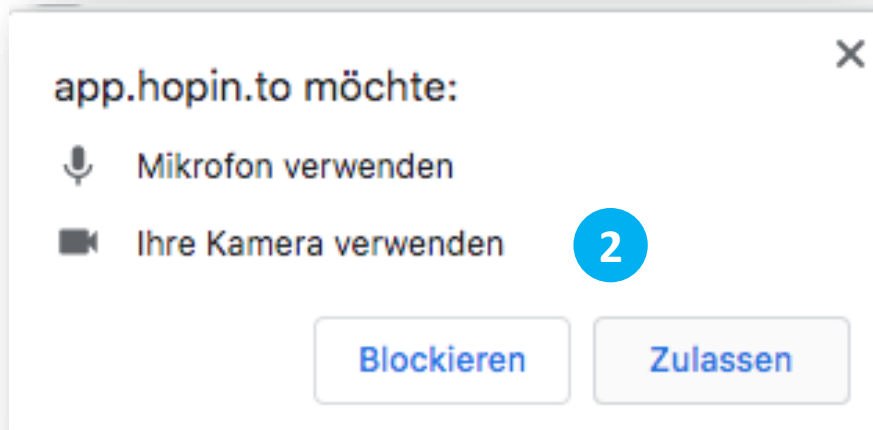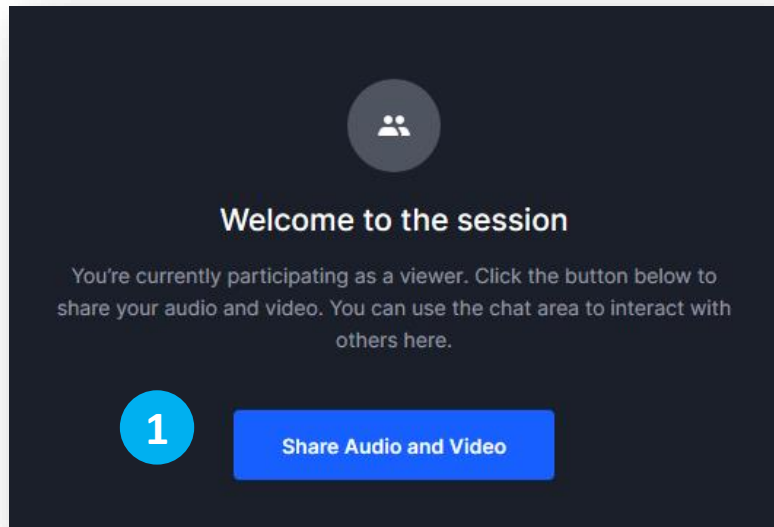
1 Click on „Share Audio & Video".

2 You may have to confirm the sharing of your camera and microphone by the browser again.

3 A new window will pop up. You cannow select which microphone and camera you want to use.

If your device's have been set up properly, hopin.to will automatically recognize them.
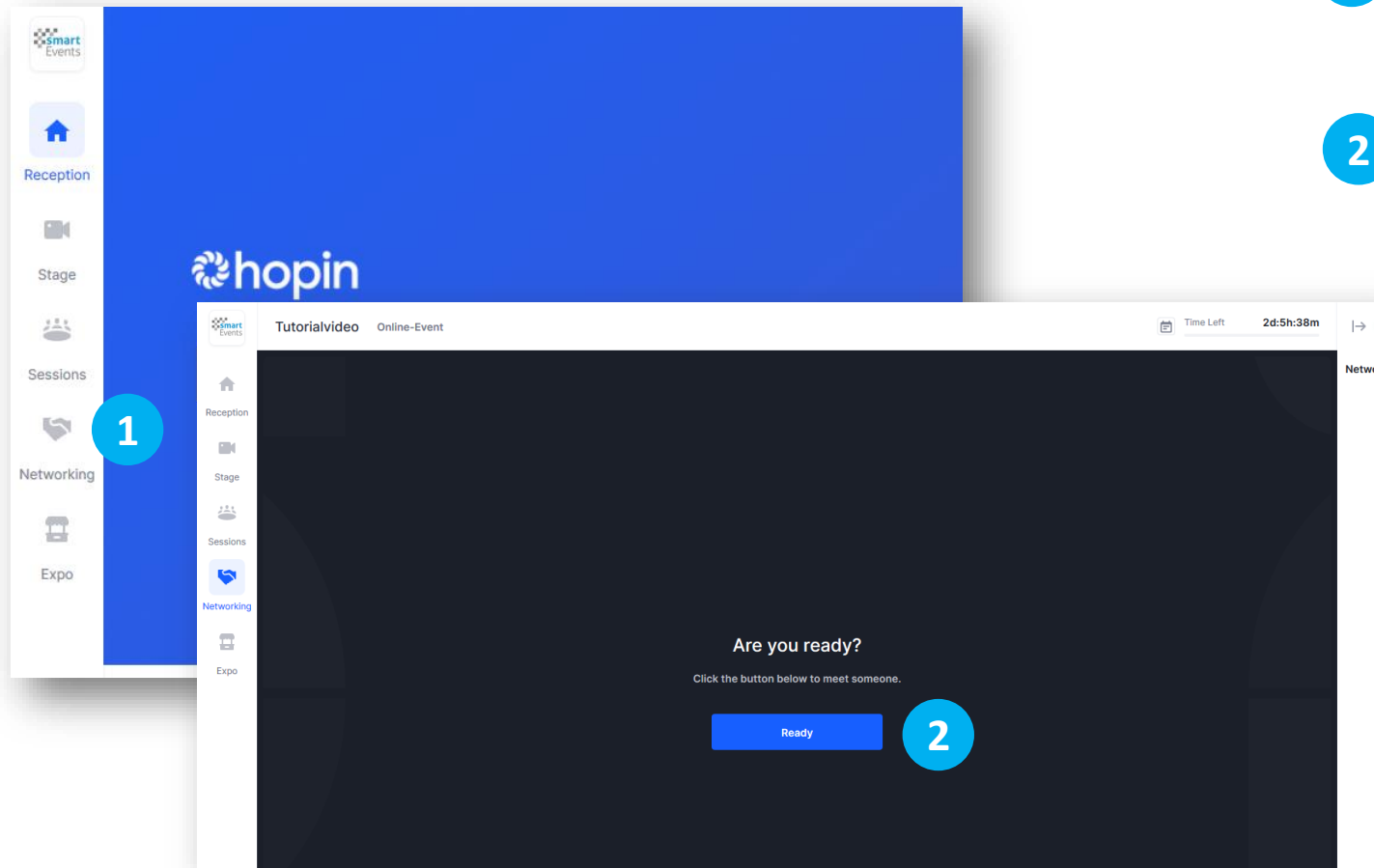
4. Basic functions – after interaction
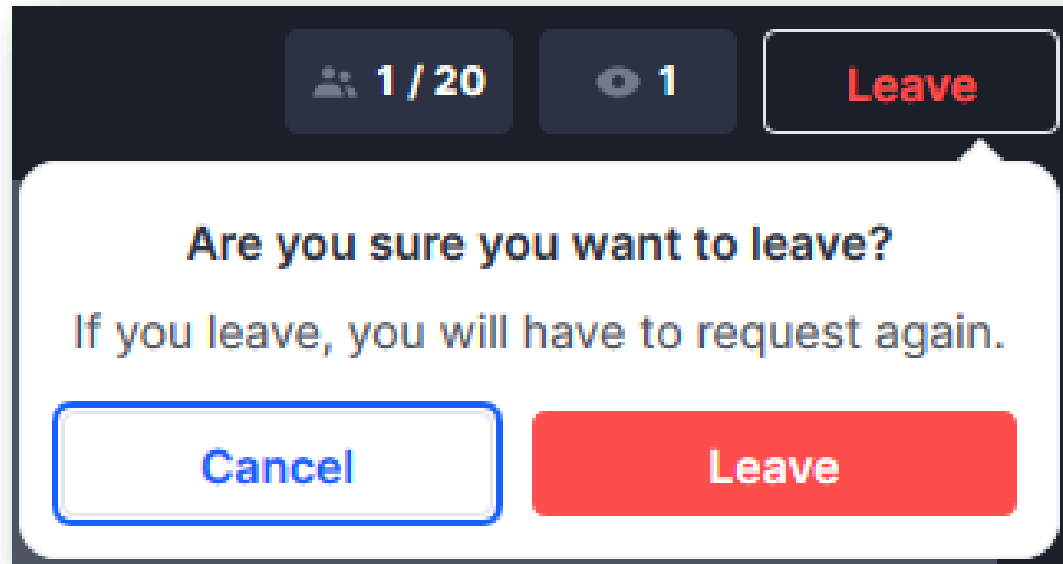
Please stop sharing audio and video after you're done talking.

You can do so, by clicking the red „**Leave**" button in the upper right corner.

You will have to confirm this twice.

This will only end the sharing of audio and video. You will still be able to see what other people share in the session.
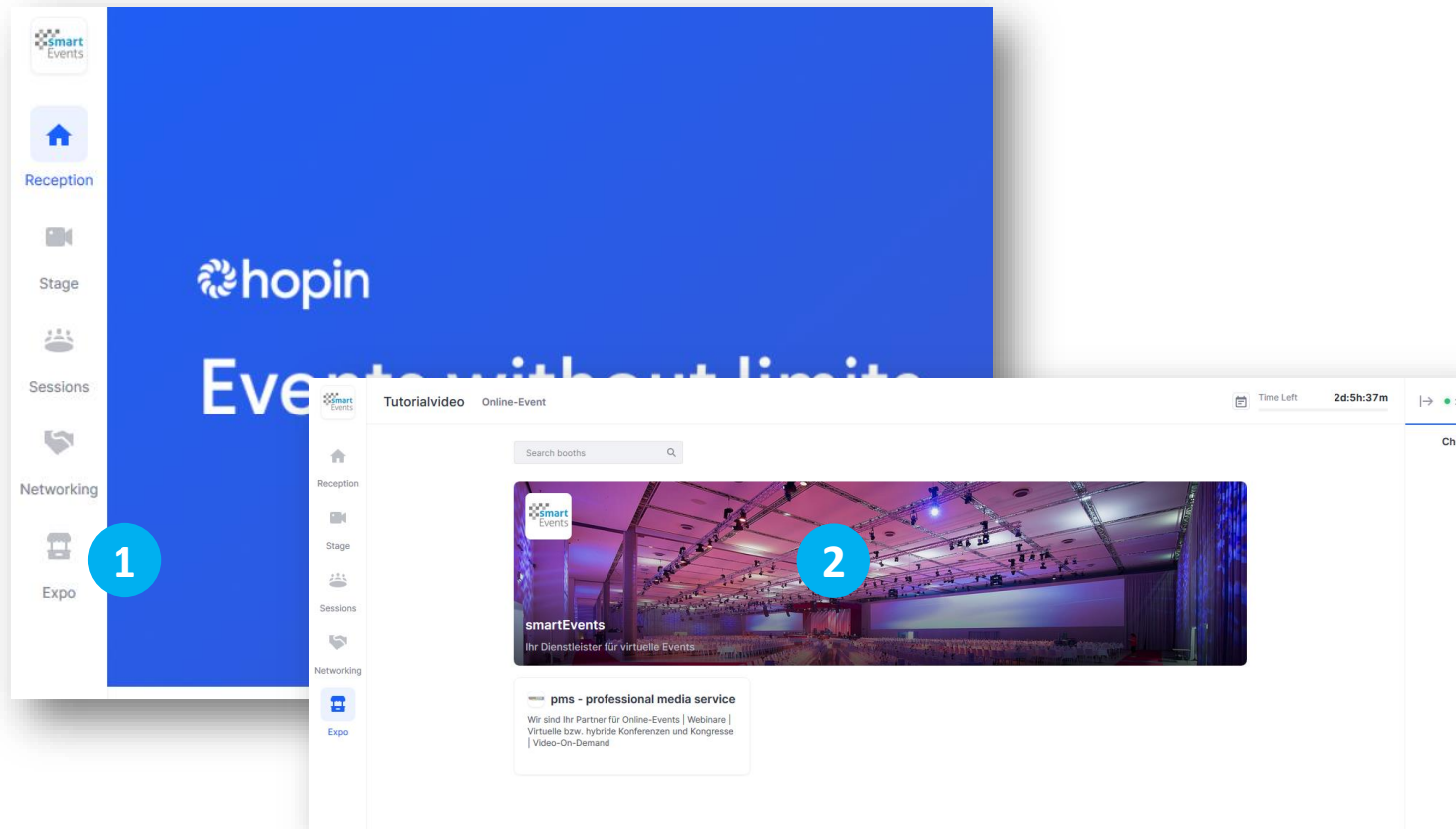
5. Basic functions – what is networking?

1 Click on „Networking" in the left menu bar.

2 The networking area opens. You can connect to other participants by clicking on "Ready" to exchange and network.
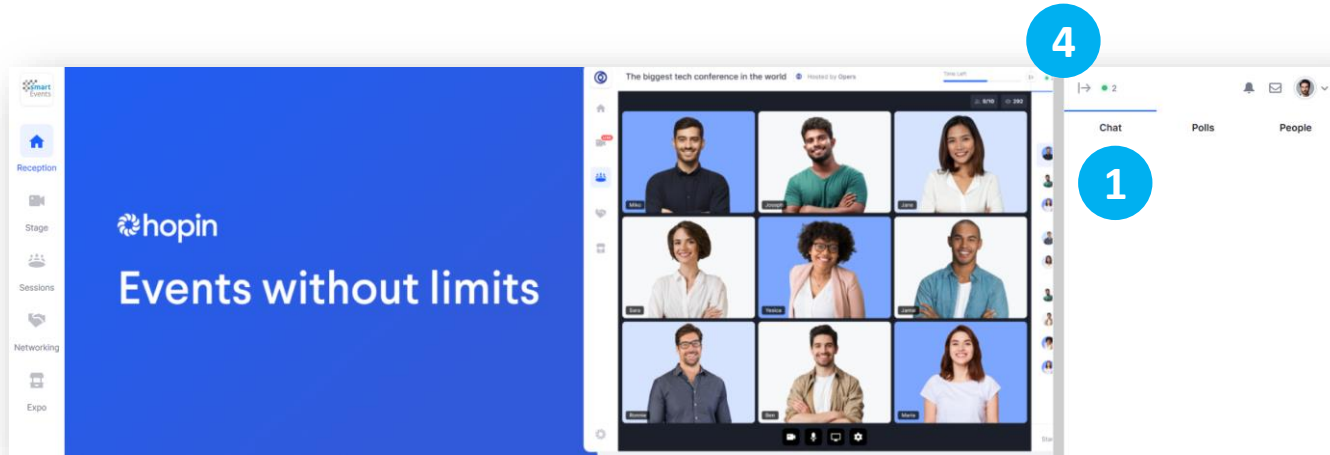
6. Basic functions – the exhibition area

1 Click on „Expo" in the left menu bar.

2 The exhibition page will open and you will be able to get information about the exhibitors. There are, depending on the exhibitor, videos, presentations or live shows.

You enter the booth by clicking on it.

7. The Chat

1 The chat of a hopin event is located on the right side of the event page

2 Each session room has its own session chat.

In this chat only the participants, speakers and moderators of the session can communicate, ask questions or express their opinions.
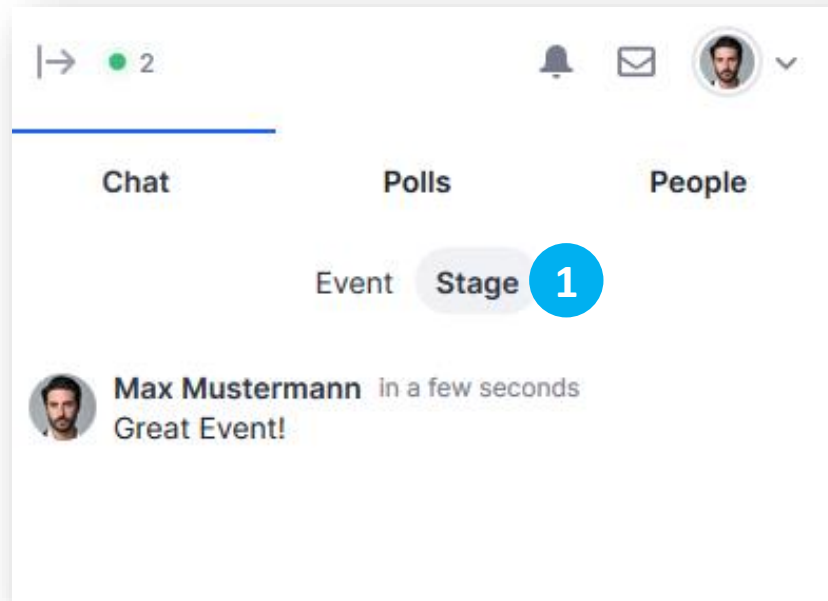
All other participants of the event or another session cannot see what is written.
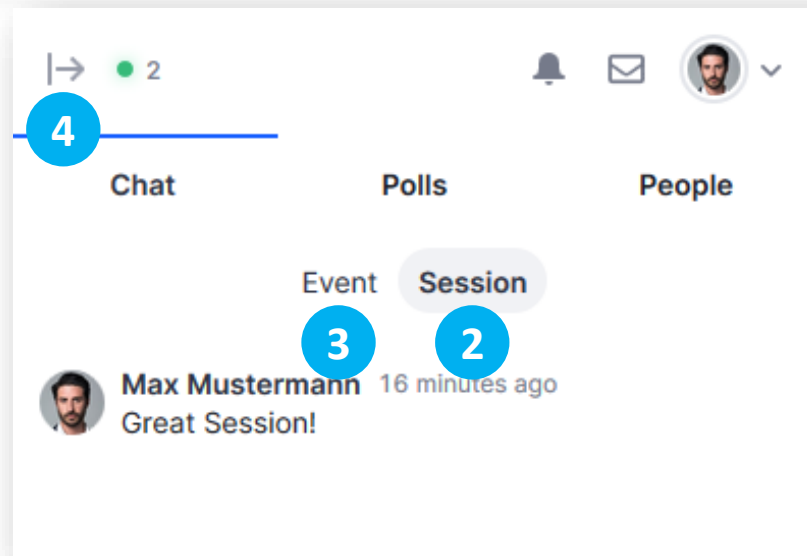
3 If you want to use the general event chat, press "Event".

4 You can hide and unhide the chat by using the arrow above the chat tab.
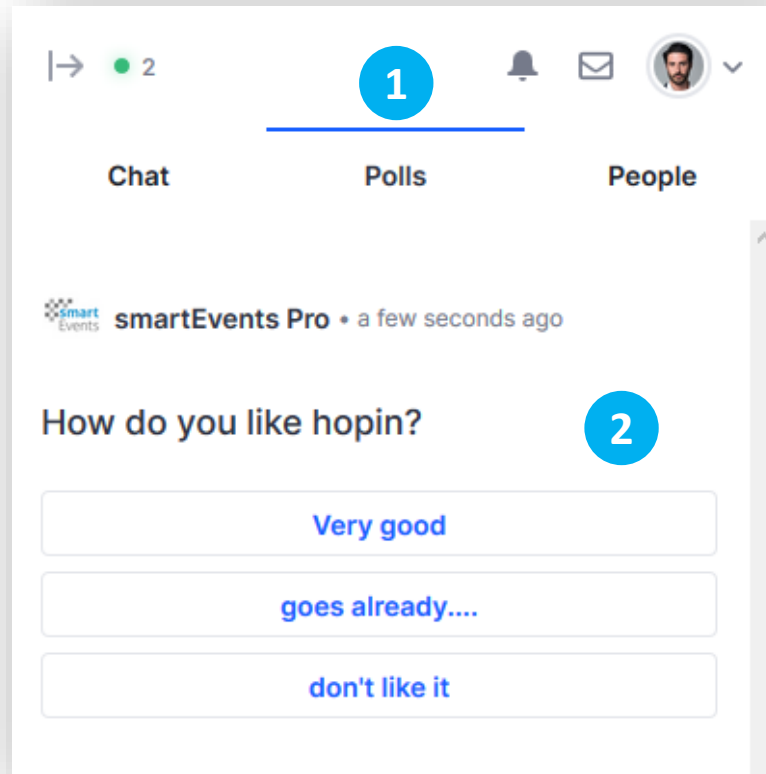
7. The Chat

1 If you are a spectator of the stage, a chat is available to you, which is only visible to the other spectators of this stage.
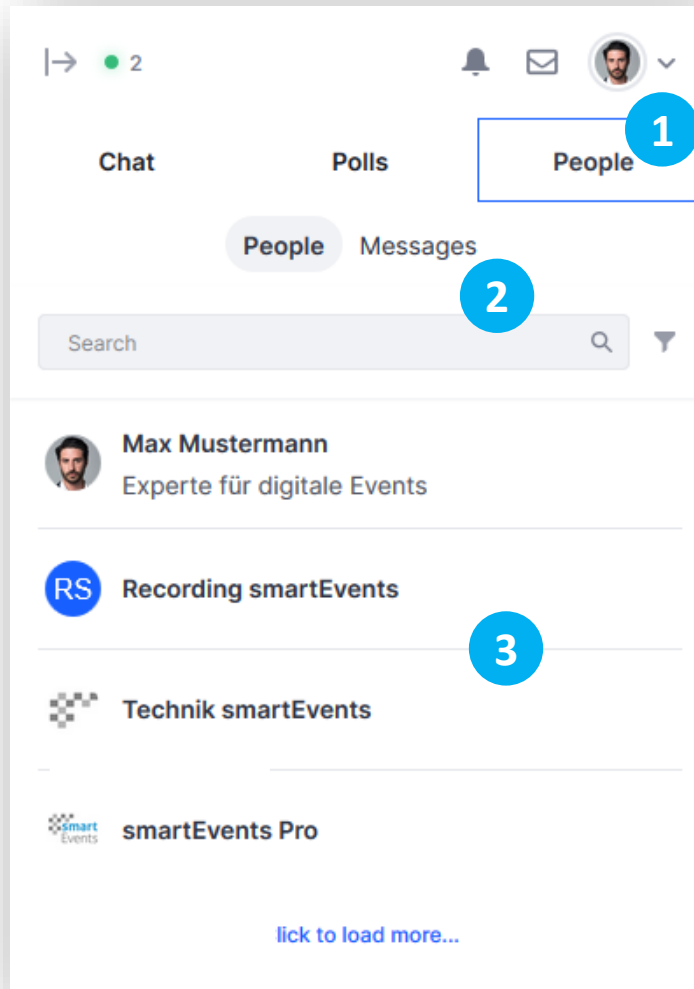
This applies to every part of the event. Each exhibitor or stand also has its own chat.

7. The Chat - Polls

1 Next to the chat tab is the "Polls" tab. You will see event-wide questions that you can answer.

2 After you have answered a question, the result of the survey is displayed.

7. The Chat - Attendees

1 The "Attendees" tab shows you all the people who have registered for the event.

2 You can quickly find other attendees using the searchfunction.

3 If you want to start a private conversation with one of the participants, click on this participant. A new window will open. On the next page we will explain how to communicate with the participant.

7. The Chat - Attendees
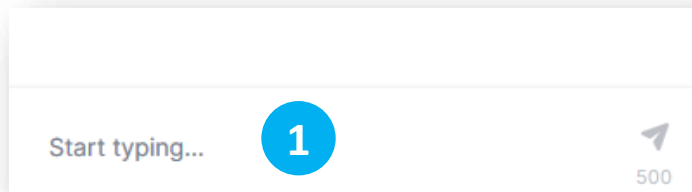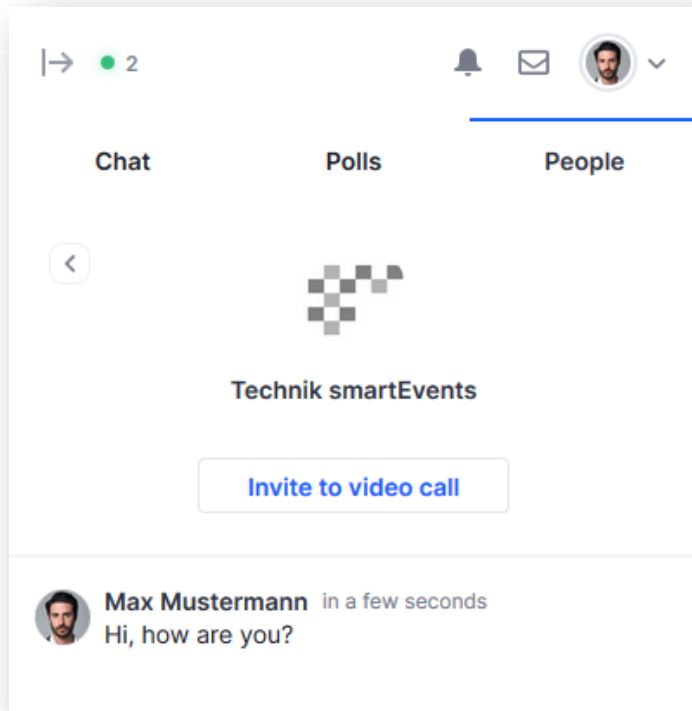
You can send the participant a private message.

1 To do so, write the message in the chat window and send it by pressing the Enter key or using the arrow-symbol next to the text window.

8. Information

Not for every event all features are active or can be used in the same way.

Your organizer will inform you about possible other uses (e.g. of the session rooms).

If you have further questions, please feel free to visit our website smartevents.de/attendees.

Thanks for your attention!
We hope you're having a good time using hopin.to