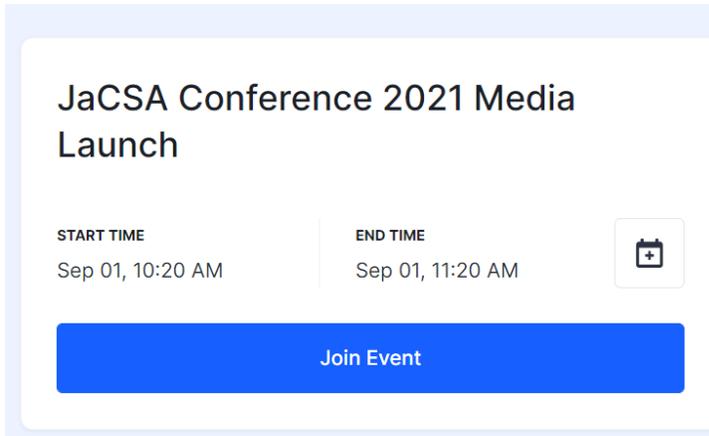**Cari-flo** Hopin Attendee Guide

Step by Step Instructions for Accessing the Event:
You will be able to enter the event 10 minutes prior to the start of the event. We recommend that you register by following Steps 1-4 prior to the day of the event. The **Chrome browser** is the recommended browser for use with Hopin.

Step 1: Click the link to open the relevant Event Access Page
https://hopin.com/events/jacsa-conference-2021-media-launch

Step 2: Click on the blue **Join Event** button

JaCSA Conference 2021 Media Launch

START TIME
Sep 01, 10:20 AM

END TIME
Sep 01, 11:20 AM

Join Event

Step 3: Select the ticket or access type (for example Media or General) on the left
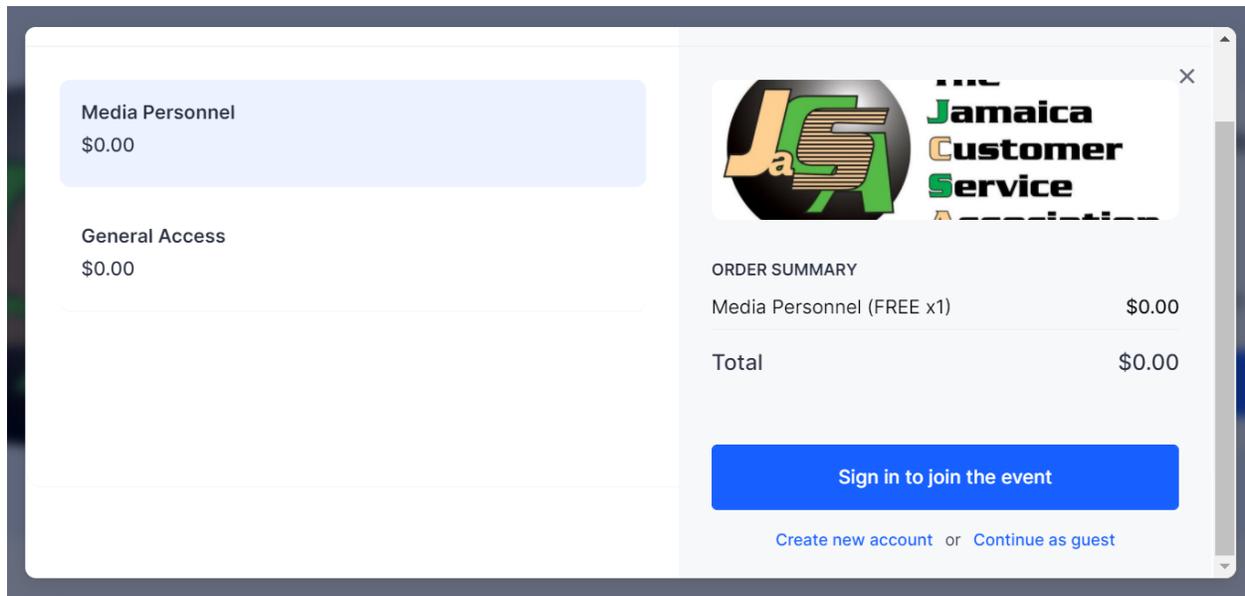
SELECT TICKETS

Media Personnel
$0.00

General Access
$0.00

Step 4: Register or Log in to Hopin on the right

If you have used Hopin in the past, click the blue button that says Sign in to join the event and enter the email address and password you used before. If you have any issues logging in or if you wish to change the password, simply use the Forgot Password option to reset it.

If you have never used Hopin before, select the option that says Create new account. Once you select the Create new account option you will be prompted to Sign up with an existing account such as Google or Facebook or Sign up with email. If you choose to sign up with email, you will need to enter your First Name, Last Name, Email Address and set an easy to remember password. You will also need to select the checkbox to agree to Hopin terms and condition and complete Sign up with email. Once you have registered for a Hopin account, select Complete Order to finish registration for the event.

Alternatively, you may also choose to Continue as guest. If you choose Continue as guest, you will need to enter your First Name, Last Name, Email Address but will not be required to enter a password. Select Complete Order to finish registration for the event.

Whether you choose to Create new account or Continue as guest, a link will be sent to your email address for you to verify your email and access the event using a unique access link.

Step 5: **Accessing the event on the day**
If you are logged in to Hopin, the event page (same link as in Step 1 above) will display a button to directly Join event. If you have chosen to Create new account or Continue as guest in the previous step (Step 4) you will need to use the unique link sent to you via email to access the event.

START TIME	END TIME	
Aug 25, 6:55PM -05	Aug 25, 7:55PM -05	Add to Calendar
1 x General Access		Free
Total		Free

Verify and join event

This is a unique link for you only. Please do not share with anybody else.

Updating your Profile in Hopin
Once you have entered the event, if you want to edit any of the details on your profile (add a picture or company logo, bio or description, social media links etc) simply visit the profile page. We have included a quick access link below.

Profile page: https://hopin.com/account/profile

Understanding how to Use Hopin as an Attendee
You may view the video below to see an overview of how to get the best Hopin experience. If you have questions during the event, feel free to leave a message in the Event chat or visit the Helpdesk in the Expo area.

Hopin Attendee Tutorial:
https://www.youtube.com/watch?v=QRBVbUCNTTg

Questions?
Feel free to email us at info@cari-flo.com.