

PLT 2021

# E-SUMMIT



## GOLD STAR AWARD CEREMONY AND NETWORKING HOUR





### QUICK START GUIDE



1. **Open Web Browser** – Use Chrome, Firefox, or Safari from Desktop or Laptop.



2. **Log in** – [Join event](#), and log in using the password PLT202!

3. **Update Profile** – Click the gear icon  (upper right side) to update your photo and name. We invite you to add your pronouns.
4. **Navigate** – To move around the area and mingle with colleagues, simply move your mouse to where you'd like to go and hold down your left mouse key to move to the new area.
5. **Network** – Find a colleague by reviewing the participants list.  You can search individuals “near you” or “all.” You can hover over an individual’s avatar to learn more about an attendee or to invite them to a private conversation.
6. **Interact** – Start a conversation “circle” with other participants. See an individual or group you want to visit with, join their circle by placing your cursor on their circle and holding down your left mouse button.
7. **Chat** – click the speech bubble icon  to chat with individuals in the event. Use “Circle” to chat with those you are paired up with. Use “Private” to chat an individually privately. Use “Everyone” to message everyone within the event.
8. **Celebrate** – PLT staff will take the event into broadcast mode during the Gold Star Award Ceremony. If you are called onto the stage to accept/present, choose the speaker at the podium icon  and enter the password provided by staff in a private chat.
9. **Need help?** – Chat with the avatar named HELP for quick tech support. Alternatively, click Settings icon, and then scroll to the Questions? Help Center. This will allow you to search your issue on the wonder.me website.
10. **Have fun** – Virtually “walk” around the space and mingle with your PLT network colleagues.

