

Logging-in Instruction

1. **Open the desktop version of the app.** Access the web version of the app using this URL: <https://crowd.cc/csparis>
Click **Log in** button to enter your details.

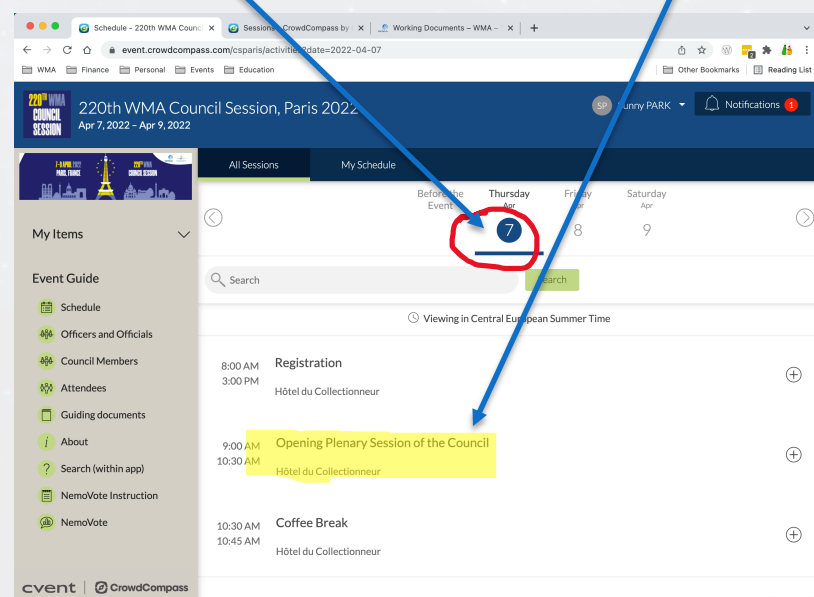
2. **Enter your details.** Enter your first name, last name, and email address (**same one you used for Cvent registration**). Then tap **Next**. You will receive an email with the verification code. We just want to make sure it's you. This may take a minute or two to arrive. Also check your Spam folder. If you don't get it, please write to secretariat@wma.net.

3. **Verify your account.** Access your verification email. You'll see it includes your six-digit verification code.
Return to the log in page and enter the verification code, then tap **Verify** to log in.

4. **Find the session.** When you arrive at the event page, click **"Schedule"** under **Event Guide**.

Then, the system will ask you "Adjust time zone?" and we recommend you click "Adjust".

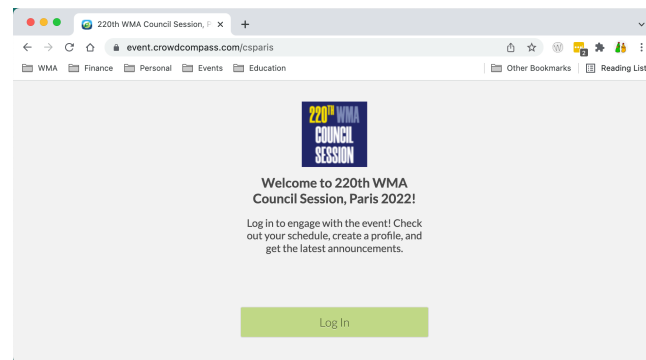
Then, click the date, then the session you want to join.



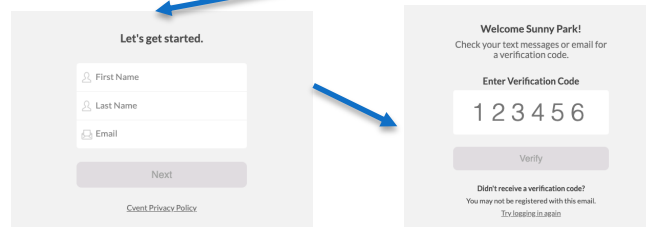
The screenshot shows the '220th WMA Council Session, Paris 2022' event page. On the left, the 'Event Guide' sidebar has 'Schedule' circled in red. In the main content area, a calendar view shows the date '7' circled in red. A blue arrow points from the 'Schedule' button to the date '7'.

5. **By clicking the green box, you will arrive at the zoom platform.** Click "Open zoom.us", then the zoom meeting will be launched. In case you connect through browser (not through zoom app), please use **"Chrome"**.

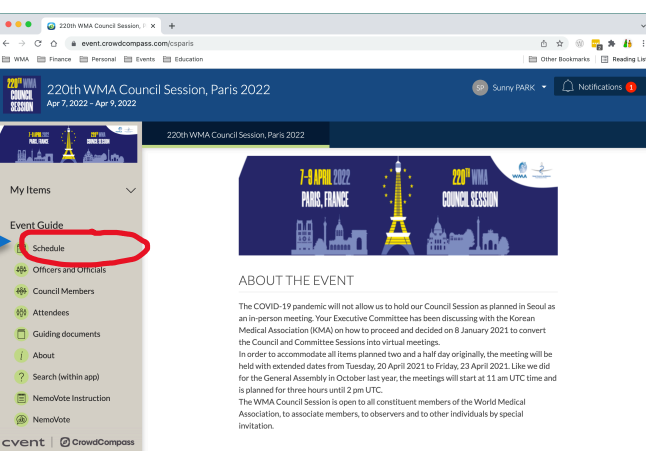
You may also access to WMA working document depository folders from here!



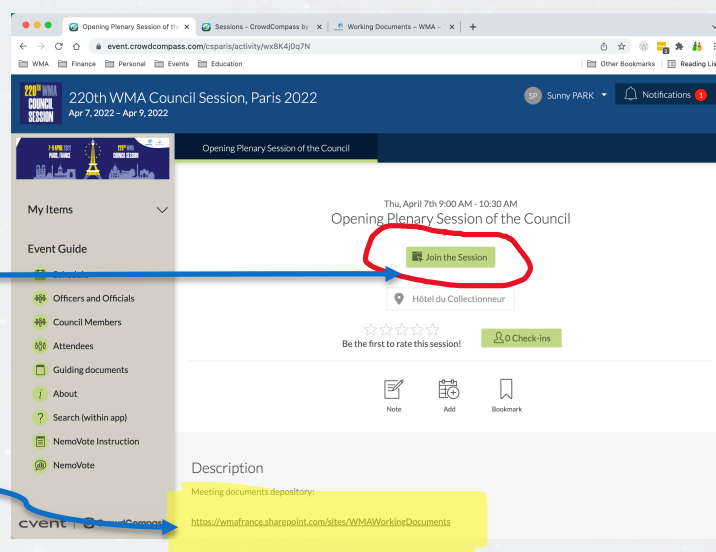
The screenshot shows the login page with a green 'Log In' button highlighted by a blue arrow.



The screenshot shows the registration form with the 'Next' button highlighted by a blue arrow.



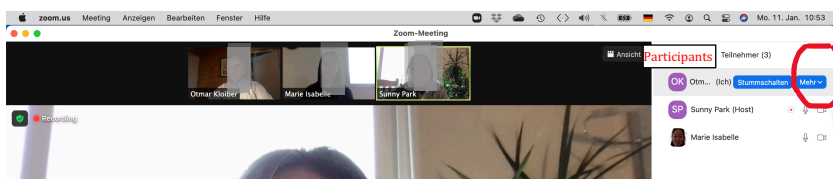
The screenshot shows the event page with the 'Schedule' option in the Event Guide circled in red.



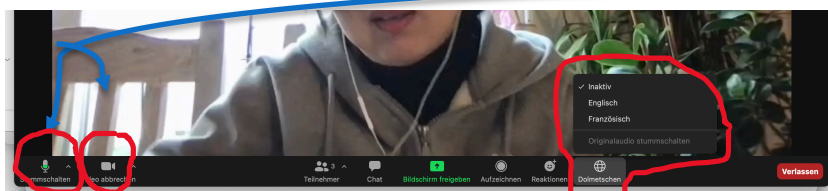
The screenshot shows the session page with a green 'Join the Session' button circled in red. A blue arrow points from the 'Join the Session' button to the 'Meeting documents depository' link.



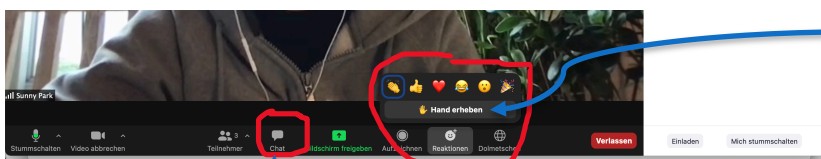
Upon joining and during the meeting



1. Your name. When joining, present your name in English and your affiliation, for example, Sunny Park, WMA. You may rename it from the Participants in the option “more”. Or before speaking, please identify yourself.

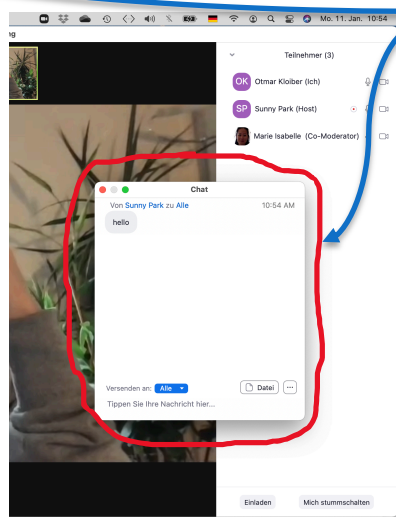


2. Camera/Microphone. When joining, you may turn on your camera/microphone. You are asked to mute during the session. If needed, the host will mute your microphone. This can be controlled at the bottom of the screen.



3. Language. Select one of the languages you want to listen from Interpretation at the bottom of the screen.

4. Raise hand. When you want to speak, raise hand which you can find in the bottom of the Reaction options. When the Chair calls your name, unmute your microphone and speak. When finished, mute and lower hand.



5. Chat. Staff will monitor chats in English, French and Spanish. This Chat is **not for motions or official discussions**. This will be used for technical items and social chats only.

For any problems, please contact secretariat@wma.net !