



Hopin Guide for Attendees

You must complete the Magic Link process to access our conference. No additional download is necessary, although you can download the Hopin app on a mobile device or tablet.

Need Help?

Before September 22nd:

- Email: aprager@cpehn.org
- Call: (510) 832-1160 ext. 308
- Schedule: <https://calendly.com/right-to-heal/tech-help>

On September 22nd:

- Call: (510) 832-1160 ext. 308

Getting Started:

Prefer to watch a video – click [here!](#)

1. You will receive a Magic Link invitation email. The email will come from no-reply@hopin.com
2. Click **Login & Join Event**
3. Confirm that you're not a robot via reCaptcha (if prompted). You will be sent a verification email. You must click **Confirm & Join Event** within 10 minutes.
4. Click + **Add to Calendar** to add the event to your calendar. *The easiest way to access your magic link, is to add the event to your calendar. The magic link will be in the description.*
 - a. When you are ready to join the event, click the link in your calendar invite
 - b. You will be asked to complete the email verification
5. Joining the event:
 - a. If the event has not started, you will be taken to the event waiting page.
 - b. If the event has started, you will be taken into the event.
6. If your link expires:

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- a. Locate the initial email with the subject "Online event invitation – The Right to Heal: Centering Mental Health Multi-Racial Equity in California"
- b. Click **Login & Join Event**
- c. You will receive a new email
- d. Click **Confirm & Join Event**

California Pan-Ethnic Health Network <no-reply@hopin.com>
Online event invitation - Test Event

problems with how this message is displayed, click here to view it in a web browser.



Hello Avival 🌻
You are invited to attend the **Test Event** event, by California Pan-Ethnic Health Network.



Test Event
August 12, 2021 at 10:30 - August 14, 2021 at 15:30 PDT
Hosted by California Pan-Ethnic Health Network



Just one final step to complete your registration - please click the button below to reserve your ticket.

Until you click the button (or access the link) below, you will not be fully registered for this event.

Please note that your unique link in the button below **will expire in 10 minutes**. Upon expiry, you can click the same button again to send a new verification email with the new link.

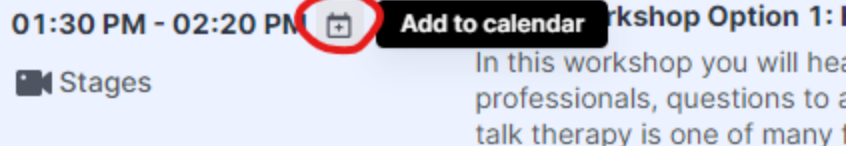
When the event starts, you can use this same link to join the event, going through the same verification process.

Please note that this link is unique to you and should not be shared with anyone for your own security.



If you are experiencing issues in joining the event by clicking the button above, please copy and paste the following URL directly into a browser tab.

https://staging.hopin.com/magic_links/a9c3055e-b79d-454b-adfc-7712e06f211b/accept



Accessing Event Sessions

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Note: Hopin recommends using the latest version of Chrome or Firefox for the best experience.

1. Once the event is live, you'll be able to see the event schedule. You can add sessions that interest you to your calendar.
2. When a session is live, you can click anywhere to join the session.
 - a. You will join in listen-only mode.
 - b. You can use the chat to communicate with other attendees and the Q&A to ask questions for speakers or CPEHN staff.



Moving to a New Stage:

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We will be using different Stages for our event. You can see which Stage sessions are on in the event program. You can find the schedule in the Reception. CPEHN Staff will also make verbal announcements and put the information in the chat.

To move to a new Stage:

1. On the left-hand side of the screen click **Stages**
2. Select the appropriate Stage. Live Stages will have a red “live” icon.
 - a. You can use the event program to see which Stage sessions are on

Accessing the Event in Other Languages

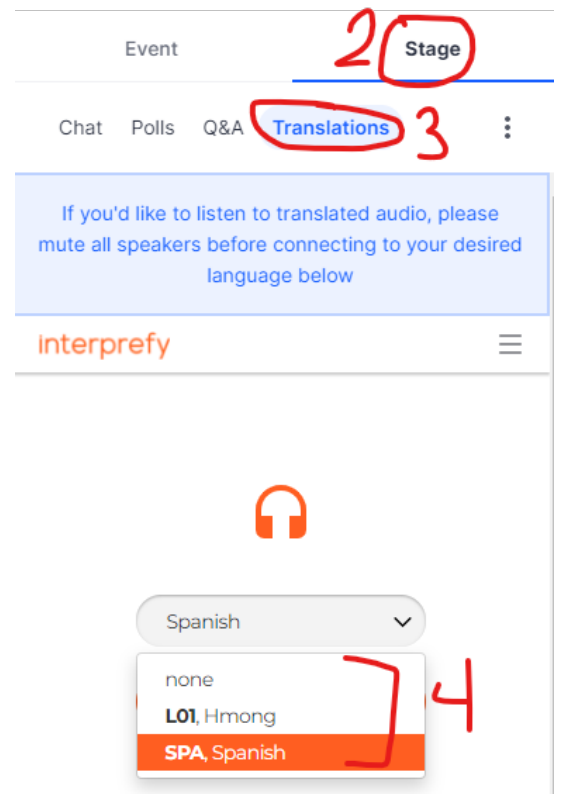
To access the event in other languages, Spanish and Hmong, make sure to join the event via a laptop or computer. We recommend joining via Google Chrome or Firefox.

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1. Join the event using the above steps
2. Navigate to the desired Stage
3. On the right-hand side, click **Translations**
4. Select the language you would like to listen in
 - a. L01 = Hmoob
 - b. SPA = Español

Tips:

- Mute the original source audio to avoid hearing double languages
- You can toggle between languages as desired



Exploring Hopin Features:

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Polls:

Some sessions may have polls, which allow attendees to vote or share their opinions.

1. Make sure you are in the **Stage Tab**
2. Click **Polls**
3. Select your response to the poll question

Q&A:

You can use the Q&A feature to ask questions of speakers and CPEHN staff.

1. Make sure you are in the **Stage Tab**
2. Click **Q&A**
3. Click **Ask a Question**
4. Type your question
5. To ask your question anonymously, click **Ask Anonymously** (the toggle will turn blue when asking anonymously)

Chat:

You can use the chat to interact with other attendees.

1. Make sure you are in the **Stage Tab**
2. Click **Chat**
3. Type your message and enter (or click the arrow) to send.
 - a. Note: messages have a limit of 500 characters

