



Thanks so much for registering for the virtual option for NACSW's Convention 2021 from Thursday, November 18th – Saturday, November 20th. We are delighted to have you join us for rich times of learning, connection, and engagement with other Christians in social work over these three days!

To help you get the most out of your virtual conference experience over the next few days, we would like to offer you the following instructions to walk you through the virtual convention experience including:

- a) Logging in to our virtual convention dashboard, which is your key to participating in this year's conference
- b) Finding all of our virtual convention sessions and events (including livestreamed plenary devotional, and sessions, live remote workshops, small group networking meetings, prerecorded posters, and selected prerecorded workshop sessions from Convention 2020)
- c) Logging into virtual convention sessions and events
- d) Obtaining CEs accredited by the Association of Social Work Boards for sessions in which you participate

A. Logging in to the Virtual Convention Dashboard

To log into your virtual convention dashboard:

1. Go to <https://www.nacsw.org/sw/user>
2. Enter your email address and password ((the one you use for your NACSW account), answer the simple math question, and click on the green "Log in" button.
3. Once you are logged in to your NACSW account, go to:
<https://www.nacsw.org/sw/virtual-convention-landing-page-2021>
This is your NACSW Virtual Convention Dashboard! From this page you can: a) link to all virtual convention sessions; b) fill out all session evaluations; c) fill out the CE documentation form at the end of the convention.

Note: If you can't remember your password:

- Click on "Forget Your Password?" in blue

- At the next screen, type in your email address (the one you use for your NACSW email account), answer the simple math question, and click on the green “Email new password” button.”
- You should receive an email within in the next several minutes which will have a link in it. Click on this link and you will be logged in and taken to the page where you can click on the Virtual Convention Dashboard.

OR

If you can’t remember/locate your password and you want to change it:

- Click on “Request a New Password” in blue
- At the next screen, type in your email address (the one you use for your NACSW email account), answer the simple math question, and click on the green “Email new password” button.”
- You should receive an email within in the next several minutes which will have a link in it. Click on this link and you will be logged in to your account. Go down the page a bit and enter a new password into the “Password” field. Type in the password a second time in the “Confirming Email” field, and your password will be updated for future use.

If you still can’t log in, contact help@nacsw.org.

B. Finding Virtual Convention Sessions and Events

To access any virtual convention sessions or events:

1. Log into your NACSW account and go to the Virtual Convention Dashboard at: <https://www.nacsw.org/sw/virtual-convention-landing-page-2021> (see A above)
2. From the Virtual Convention Dashboard, after a brief introduction at the top of the page, simply scroll down the page to find the session or event you are looking for – **they are listed in chronological order**. Pre-recorded poster sessions and other pre-recorded sessions are located at the very bottom of the page.
3. For all sessions or events, you will find the following information in order: a) the name of the session/event and the presenter(s); b) the “**Session Link**” (in blue) that will take you to that session or event at the time it is scheduled to occur; c) the “**Evaluation**” link which will take you to an online evaluation for that session or event.
4. If you are using a computer, laptop, or tablet and would prefer to search for a session rather than scroll through the schedule, you can enter “Control-F” on your keyboard, and then type in the title or presenter of the session for which you are searching.

C. Connecting to Virtual Convention Sessions and Events

To connect to any virtual convention session or event (this applies to live remote workshops; plenary session; panel presentation; small group networking meetings; morning devotions):

1. From the Virtual Convention Dashboard (see A and B), click on the **“Session Link”** (in blue) of the session or event you want to attend at the time it is scheduled to occur.
 - a) If you have previously logged into one of NACSW’s Zoom sessions through Ring Central and have already downloaded the RingCentral Zoom app:
 - A few seconds after you click on this session’s Zoom link, a window should pop up at the top of your screen which reads, “Open RingCentral Meetings” or you will see a “Launch Meeting” button. Click on either one of these buttons.
 - b) **If this is your first time logging into one of NACSW’s Zoom sessions through Ring Central, first download the Ring Central app on your computer or mobile device. You can do this either by:**
 - **Option 1: A few seconds after you click on this session’s Zoom link, click on the “download and run RingCentral Meetings” (in blue) to download the Zoom app.**
 - **Option 2: Download the app at:**
<https://www.ringcentral.com/apps/rc-app>.
 - Then go to step #2.**
 - c) If your university or organization does not allow you to open apps, when a window pops up at the top of your screen, click on the blue “Cancel” button, and then a bit farther down the screen, click on “join from your browser” (in blue)
2. Enter the following information to join the session:
 - Type in your name and click on “Join the Meeting.”
 - Click “Join with Computer Audio.”
3. After you have entered your session, from the Zoom control bar (it should be open on the bottom of your screen; you might need to hover your cursor at the bottom of your screen for the bar to open), select on “Chat” to open the chat screen so that you can read comments and messages sent by participants during your session.

Tips If You Run into Any Snags

1. Zoom recommends the use of Google Chrome or Microsoft Edge as browsers when using Zoom. While other browsers like Firefox work some/much of the

- time, Zoom's functionality is reduced when using browsers other than Chrome or Edge.
2. The Zoom back-up phone numbers are a reliable "last resort" for folks who are just not able to get Zoom's audio to work for them. A back-up phone number that works for all of our Ring Central accounts is: (312) 263-0281. The Meeting Room ID is always the set of digits at the end of the Zoom link for that session (for example, if the Zoom link is <https://meetings.ringcentral.com/j/6573550772>, the Meeting Room ID for that session is: 6573550772).

D. Interacting in Virtual Convention Sessions

Interacting in the Various Convention Sessions

Please note that there are two main types of virtual sessions:

- a) live remote sessions (live remote workshops, small group networking sessions);
- b) livestreamed sessions (plenary sessions, panel presentation, devotions).

Fortunately, the process for logging into both types of sessions is very similar (see above). However, how you can engage and interact during these two types of sessions is a bit different:

During live remote sessions (for live remote workshops and hybrid small group networking sessions), we will be using a typical Zoom connection. For these sessions, all participants can be both seen (via your webcam) and heard (via your computer or phone microphone). Anyone can raise questions or make comments via the session's chat feature.

During livestreaming sessions (for plenary sessions; our panel session, and devotions), we will be using a Zoom webinar format. While anyone will be able to raise questions or make comments via the session's chat or Q&A features, only speakers and panelists and entertainers can be seen and heard. Fortunately, one of NACSW's Board members, Gary Jones, will be carefully monitoring the chat and Q&A features, and relaying important questions and comments so that they can be viewed, and when possible, responded to in real time by presenters and panelists in Glendale.

E. Obtaining CEs for workshops and other CE events:

To obtain CEs for workshops and all other CE events for NACSW's Virtual Convention 2021, you will be doing the following

Please do the following during and at the end of each session:

- a) During the session or event, make sure to type in your name and email address into the chat feature when the session monitor asks you to do so to document your attendance.
- b) When the session is completed, go to the Virtual Convention Dashboard (<https://www.nacsw.org/sw/virtual-convention-landing-page-2021>).
- c) Scroll down until you find the session you just attended and click on evaluation link just below this session listing to fill out the evaluation for this session.
- d) Take note of the name of this session so that have this information for reference when you fill out/submit the CE documentation form at the end of the convention

Please do the following during and at the end of each session:

Please do the following at the end of the convention:

- a) Click on the following link to go to the Online CE Documentation Form: <https://forms.gle/UjX2gS4NkCHFpvbe7>
- b) Fill out both pages of the form. The first page will include your name, email address, license information, etc. On the second page, check off all the CE sessions you attended during the convention (they are listed in chronological order). Submit this form when you are done.
- c) Shortly after the convention is over (within two-three weeks), NACSW will send to you via email a CE letter that verifies the CE hours you have earned for NACSW Convention 2021!

Most of all, NACSW looks forward to your joining us for our upcoming virtual Convention 2021 from November 18-20, 2021!