



# Stroke Group Network Conference 2021

## Step by step guide to getting online

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## Logging in to the online event

Once you have **registered** for the event.

You will **receive** an **email** with more details about how to log in to the event platform.

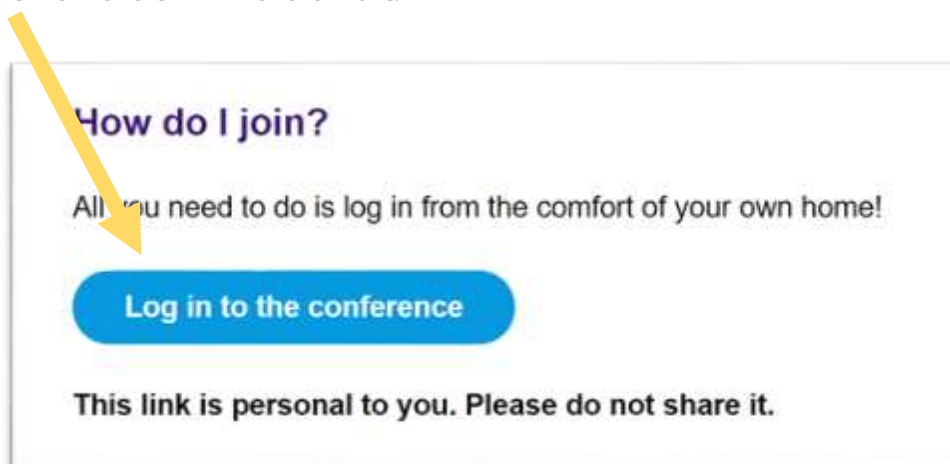
Example of email:



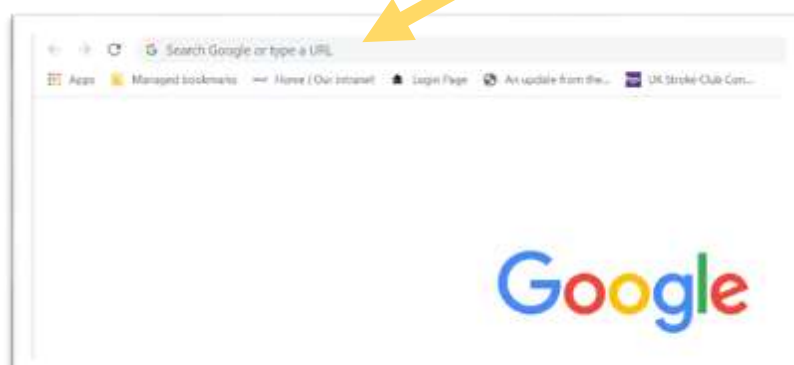
To access the **Stroke Group Network Conference** online you need **access to the internet**.

Google Chrome or Fire Fox browsers works best.

Either **click on** the **link** in the **email**.



Or **copy** the **link** in to the internet browser.



Once you log in you are taken to the **event page**.

This may **not** be **set up** with our event details until a **few days before** the event.



When you log in for the first time you will be asked to **enter** your **name** and **group name**.

A registration form for the 'Stroke Group Network Conference'. The form has a purple header with the text 'Stroke Group Network Conference' and 'Rebuilding lives after stroke'. Below the header is the 'Stroke Association' logo. The form contains three input fields: 'Full Name \*' with a red asterisk and a note '(As used to register for event)', another 'Full Name \*' with a red asterisk and a note '(Of the stroke support group you represent)', and 'Email Address'. A purple 'Enter' button is located at the bottom of the form. A yellow arrow points from the top right towards the first 'Full Name' input field.

## Testing the platform - tutorial video

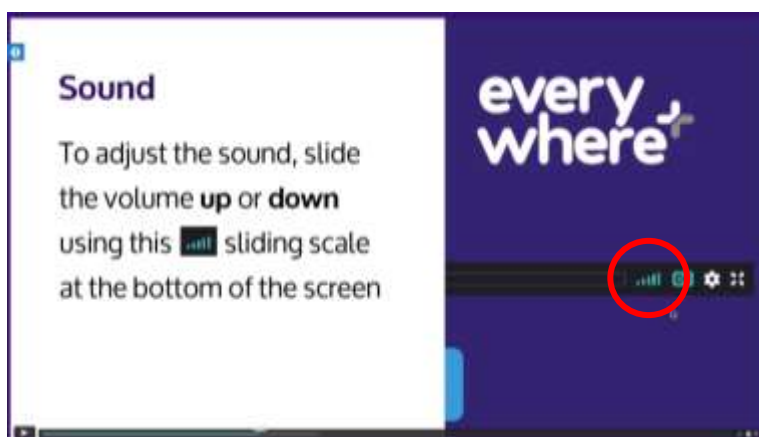
You can **access** the event from **Tuesday 9 November**.

You can log in and **watch** the **tutorial video** by clicking on the arrow at bottom of screen.

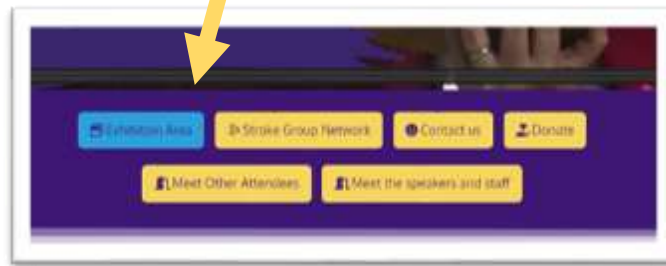


It is good to watch this before the day so you know what to do during the live event.

You can learn how to adjust the sound settings.



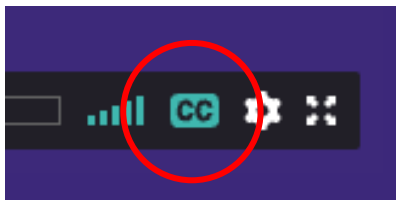
You can visit the exhibition area.



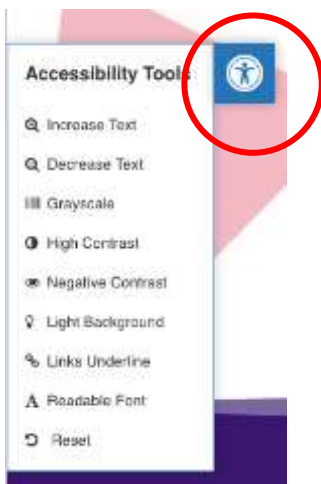
## Accessibility

You can **turn on subtitles**.

Click on the **'CC' button** in the bottom right corner of the screen.



Additional **accessibility options** can be seen by clicking on this button.



## Live event

Live **talks** will **start** on **Friday 12 November**.

The talk will be on the main screen.

When the talks starts you will **only see** and **hear** the **speakers** on screen.

**Other guests** will **not see** or **hear** you.

However we want **to hear from you** in **other ways**.

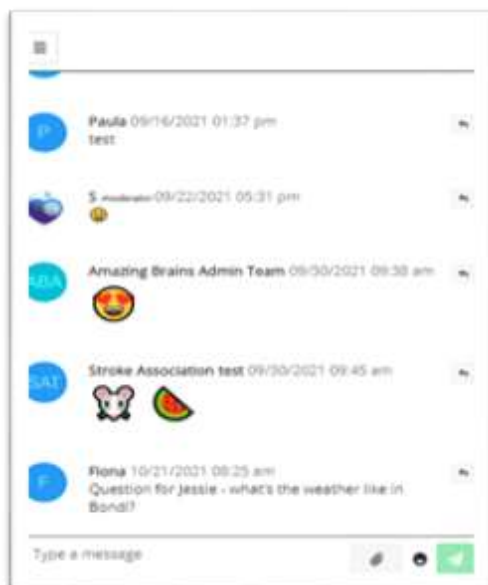
You can do this by:

- Joining the **chat box**.
- Joining the **breakout rooms**.
- **Contact** the **Events team**.

## Joining the chat box

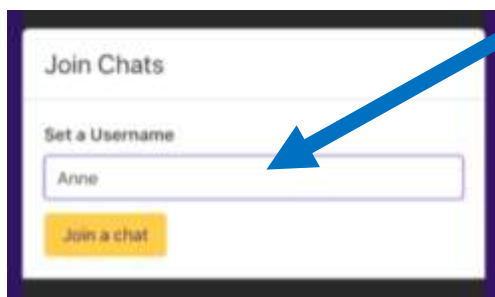
In each session has a **chat bar** the **right side** of the screen.

This is where you can **type questions**, **make comments** and **talk** to other guests.

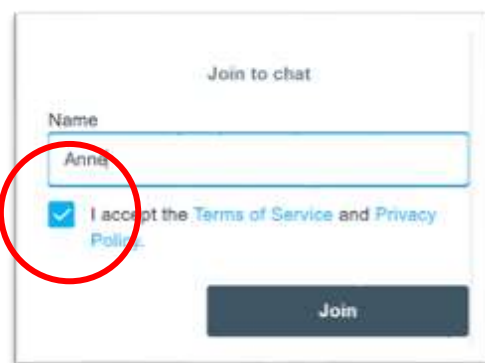


To **use** the chat bar you need to **'join the chat'**.

**Type** your **name** and **club / group** name here.



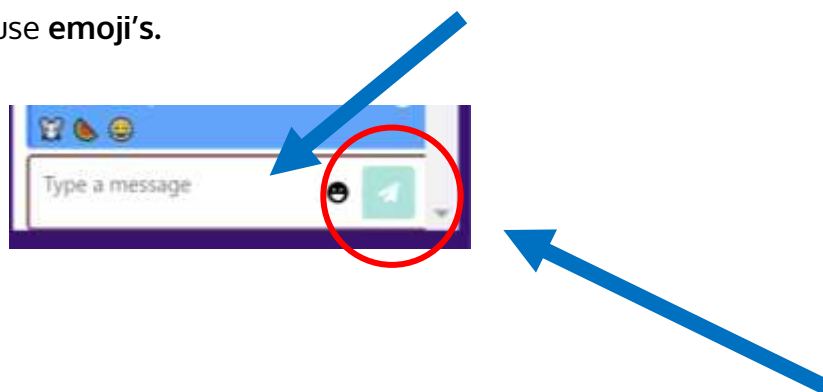
Then **tick** the **'terms of service'** box.



You can then **write** a **message** to other attendees or **ask** a **question**.

To do this **type in** the **chat bar** at the **bottom** of the page.

You can also use **emoji's**.



Once you are ready to **submit** your question or comment **select** the **arrow** next to your text.

All **questions** and **comments** are **monitored** during the talks.

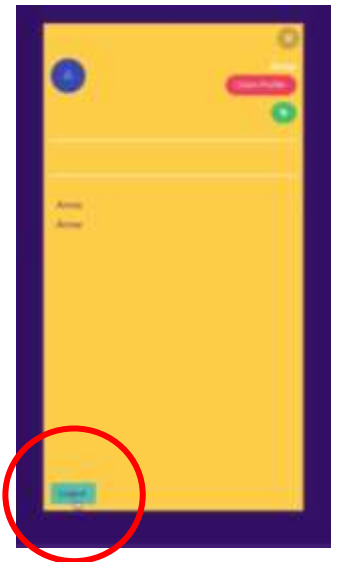
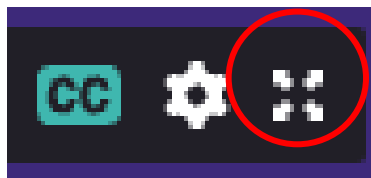
We allow time at the **end** for our **speakers** to **answer** questions.

We will **try** and **answer** as many questions as possible.

Some people may find the **chat box distracting**.

You can **leave** the **chat** box by logging out.

Or **hide** the chat by entering the full screen mode.



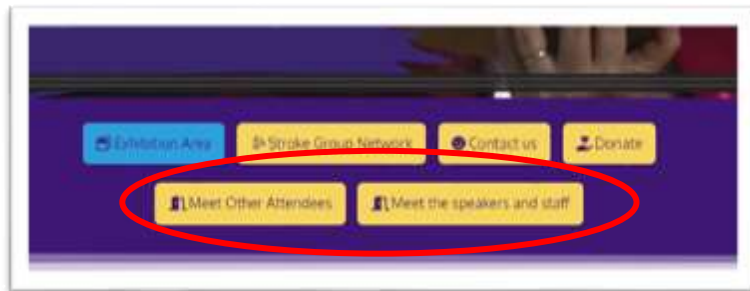
## Joining breakout rooms

You can join a breakout room during the **breaks**.

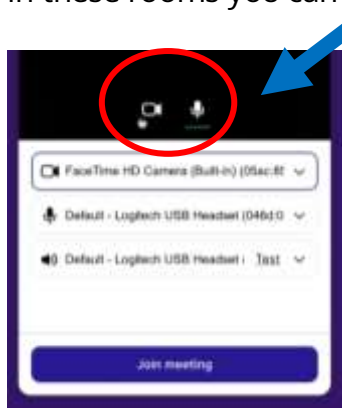
These are **optional**.

Here you can **talk to speakers** or **meet other attendees**.

To join a breakout room **click on** the **buttons** at the bottom of the screen.

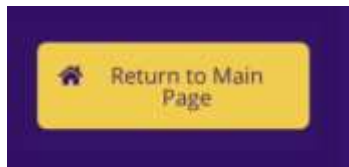


In these rooms you can **turn on** your **microphone** or **camera** if you wish.





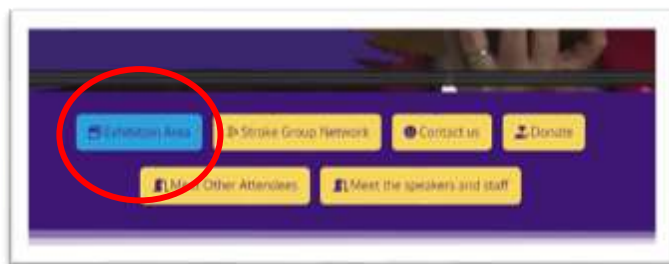
To leave a breakout room press the back button.



## Visit the exhibition

There's lots **more information** in the **exhibition** area.

To view this click the **exhibition button** at the bottom of the screen.



Here you can:

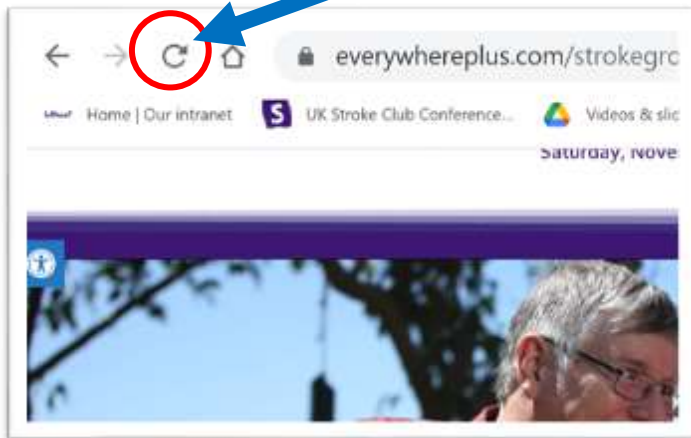
- Watch **videos** from our partners
- Learn about other **support services**
- **See** what **other groups** have been doing.

The exhibition is **open** from **Tuesday 9 November**.

## Technical problems

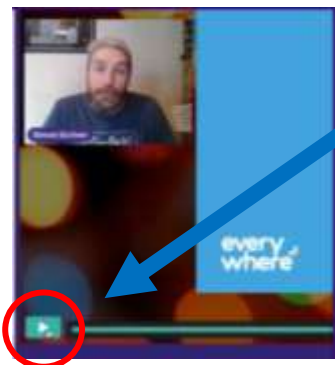
The **sessions** will be **live**.

If you have any **technical problems** trying **refreshing** the page by **clicking** the **round arrow** at the top of the page.



Refreshing the page may mean you have to log **in** to the '**chat bar**' again.

Or restart the video by clicking on the **play button**.



## Support

Staff will be **monitoring** the **chat bar**.

Staff will try and **help** you if you get stuck.

You can contact the Events Team on:

- Email: [clubconference@stroke.org.uk](mailto:clubconference@stroke.org.uk)
- Phone: 01527 930 930 / 01527 908 915

If you need more **specific help** getting online or with technology please **contact Ability Net** [abilitynet.org.uk/](http://abilitynet.org.uk/)

- Call **0800 048 7642** during UK office hours
- Email **[enquiries@abilitynet.org.uk](mailto:enquiries@abilitynet.org.uk)**

There is also a useful guide called '**Getting online for people with aphasia**'. This is designed for people with aphasia but can be **helpful** for **anyone**.

You can access this guide by visiting: [www.stroke.org.uk/stroke-news-magazine/helping-people-aphasia-get-online](http://www.stroke.org.uk/stroke-news-magazine/helping-people-aphasia-get-online)

**It is good to test this before the day.**

**And get help if needed so you don't miss out on the live event.**