**REMO Tips and Tricks (Attendees/All users Page 1; Presenters and Moderators Page 2)**

**ALL USERS:**

Account creation: If you used REMO during College Goal Sunday, you have an account and will need to use that account and password. For first time users, individuals can simply go to[**https://remo.co/**](https://remo.co/)**,** click on Login and create their profile. This document is helpful if you need more information: <https://www.youtube.com/watch?v=yE3RKxJCXBM>

Accessibility issues: Make sure you are using Google Chrome or for Mac users it is recommended you use Safari. If you use a VPN, you may also have issues, so if working remotely at home you may have better success if you don’t use the work VPN. Make sure you are in the proper Day/Time link as well. There are 4 main links: Wednesday PM, Thursday AM, Thursday PM and Friday AM.

Joining a Session: When you first join, if the presentation has not started, you will be sitting at a table and able to talk with those at your table. To move tables, double click on another chair that is open. Once the presentation is started, you will not be able to see or talk to those at your table, you will only be able to view the presentation.

Navigating during the event: If you are in the “Main Event” room and would like to go to a session held in the Basketball or Football room, you will need to move to those rooms before the Main Event Session begins. **If a presentation in the Main Event session has begun you will need to use the direct link provided on the Agenda on the ISFAA site:** [**https://www.isfaa.org/assets/2021%20ISFAA%20Conference%20Agenda.pdf**](https://www.isfaa.org/assets/2021%20ISFAA%20Conference%20Agenda.pdf) **.** (You can access other rooms only if sessions have not begun. The Agenda on the ISFAA site has the direct links to the rooms for each session. So, if you are not coming in a few minutes ahead of time, or running late, use the agenda.)

To move tables: doubleclick on another open chair. We recommend turning on your speaker and microphone to converse with those at the table. Once a session formally begins, you will be automatically attending the session of the room you are in.

Wrong Session: If you are in the wrong session, you will need to exit completely and reenter the correct session. Use the agenda: <https://www.isfaa.org/assets/2021%20ISFAA%20Conference%20Agenda.pdf>

Cannot see tables: Click on tile view at the bottom to change your perspective.

Can’t go to stage: Only presenters and moderators for that particular Conference Session will be able to be on stage.

Chat: Everyone will see your chats you enter unless you chat privately to a specific person.

I’m in the Main arena but not on the first floor: There are also different floors so if the floor for the Main arena is full you may find you are on a second or third floor. You can move about if room on another floor opens up. The floor you are on does not matter to view the presentation for that event.

Need further Help: The HELP button is for technical set up, not for navigating the event. Administrators are: Donette Cassman, Angie Snapp, Brandon Kuntz, and Kristina Delbridge (see bottom of last page).

**PRESENTERS and MODERATORS:**

Session invite indicates prior to my session time: Please note that we generally open the room about 15 minutes ahead.

Session not started: One of the Administrators assigned will formally start the session. Administrators are Donette Cassman, Brandon Kuntz, Angie Snapp, and Kristina Delbridge.

Entered but not on screen: Please make sure your Mic and camera are on. If you turn off both, you will no longer “show” on the screen.

Sharing screen for presentation: Use the “share application” feature, not the “share screen option! This document may be helpful: [**https://help.remo.co/en/support/solutions/articles/63000250886-how-to-share-screen-in-remo-conference**](https://help.remo.co/en/support/solutions/articles/63000250886-how-to-share-screen-in-remo-conference)

Questions: you can use the chat feature or the Question and Answer function within the presentation. Make sure the audience knows what you prefer.

Stage area: We recommend you and your moderator convene on the stage for any “prep” work prior to your session. However, if you are at a table, you will be immediately entered into the presentation as a speaker/moderator once it begins.

**Administrator Contact numbers:**

Donette Cassman: 317-372-8996

Kristina Delbridge: 317-274-5912

Brandon Kuntz: 260-257-6763

Angie Snapp: 812-208-4056