



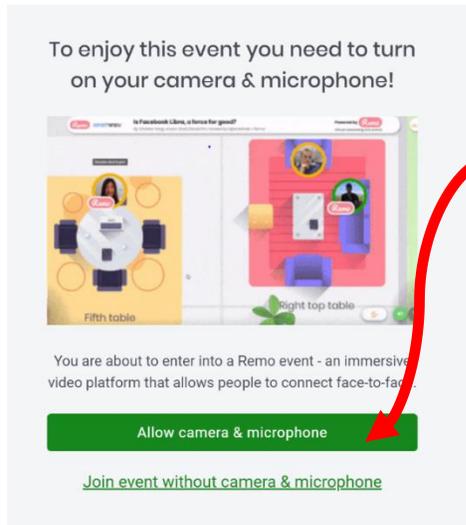
Lunchpool Virtual Events

Set Up Process

Thank you for joining the event. We're glad you're here!

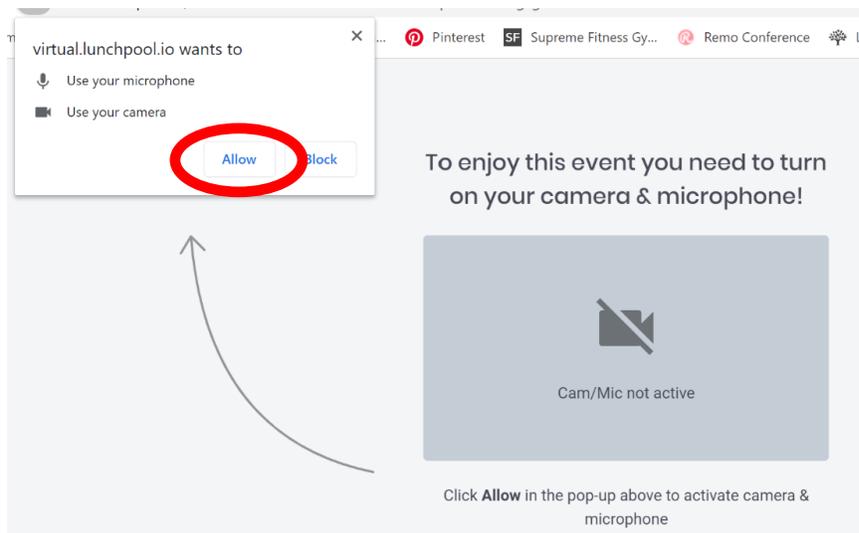
For your convenience, here are some instructions for the setup and navigation of the event platform.

When you click on the link in your email invite, you'll be taken to a page that guides you through some initial **Onboarding Setup** for the event. The steps below outline the screens you should see and the actions required.



1.

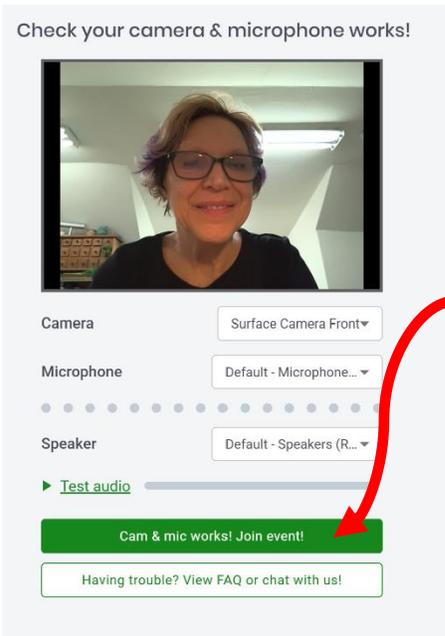
Click on *“Allow camera & microphone”* in order to fully experience and engage in the virtual event.



2.

If you're asked to allow virtual.lunchpool.io to use your microphone and camera, please be sure to select *“Allow”*.





3.

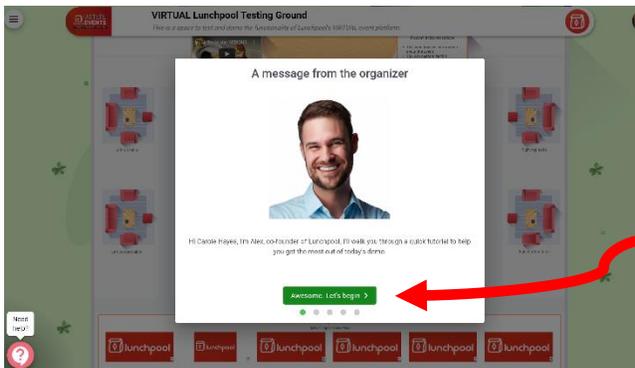
You'll be given an opportunity to test out your camera and microphone to ensure all works properly.

There is a link to view FAQs or chat if you're having trouble with this step.

Once you have your audio and visual properly set up on your device, Click on "Cam & mic works! Join event!"

It's that easy, 1-2-3!

You are now in the virtual event platform.



We're almost done getting you ready!

Next, you'll be greeted by a message from the organizer of your event with some guidance on how the platform works.

Click on the "Let's begin" button to get started with your guidance.

Drag the map to see the entire event



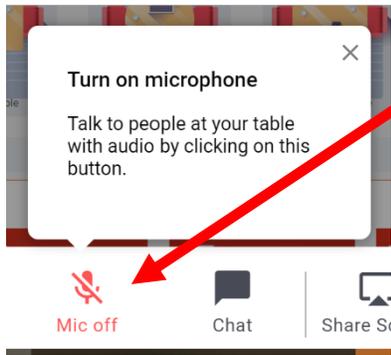
If you want to navigate the event, drag the map to decide where to go.

Watch and participate in the live video Q&A



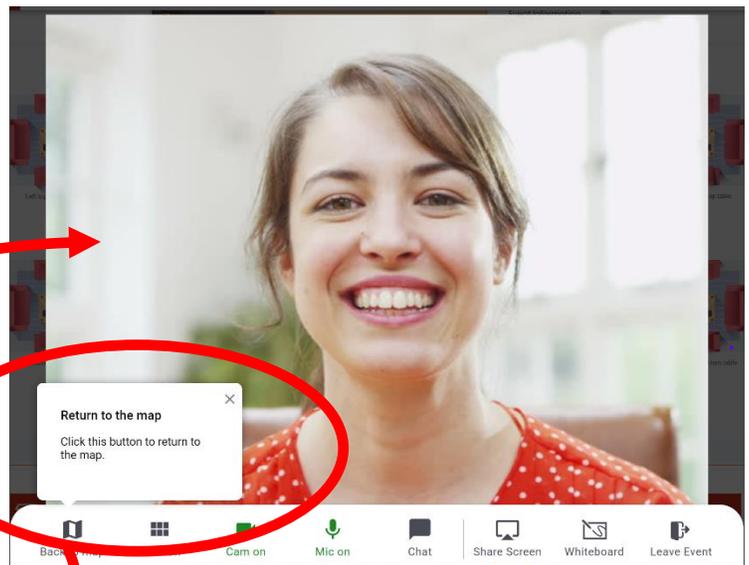
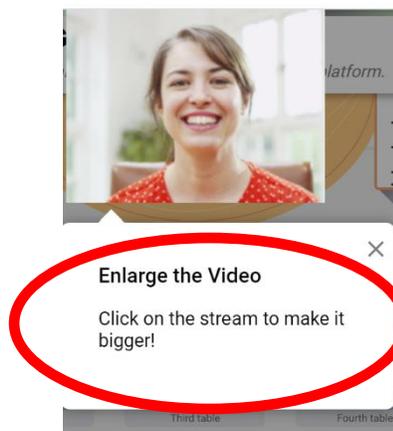
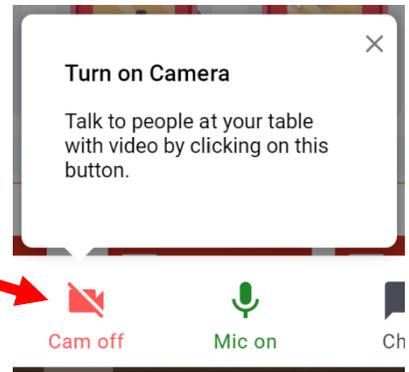
Your screen will automatically broadcast the Q&A once it begins, so you won't miss a thing.



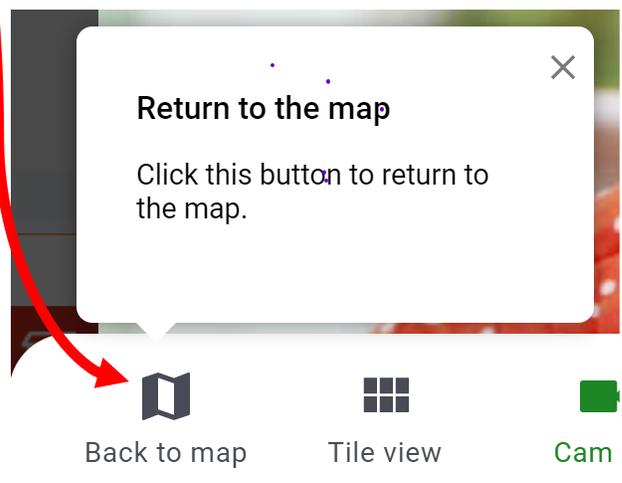


Click on the microphone icon to turn your mic on or off.

Click on the Cam icon to turn your camera on or off.



Clicking on the "Back to map" icon returns you to the map (floor plan) view of the event.



Remember, don't be camera shy!



The best relationships are built face-to-face. Keep your camera and mic on to get the best networking experience possible.

Start networking now >



You are now ready to begin!

Click on "Start Networking now" to end your tutorial experience of the virtual event room.

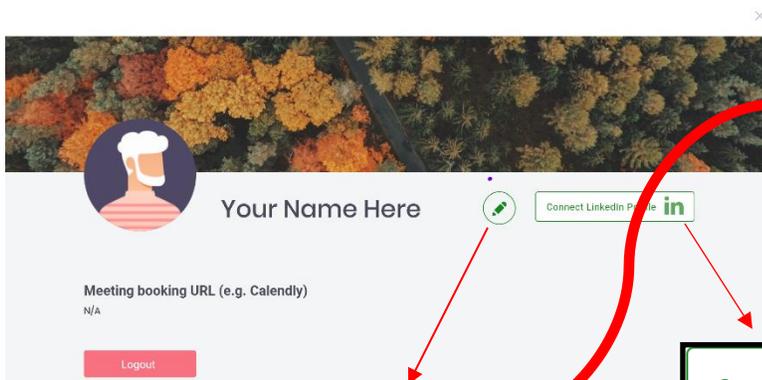
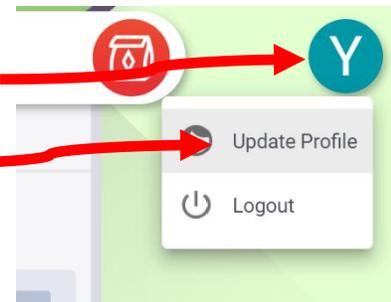
You will automatically be entered into the event and can begin networking!

To help enhance your virtual event experience there are some additional instructions on how to set up your profile, navigate the room and network with attendees during the event.

How to Update Your Profile

Locate your profile icon in the upper right corner of the page (Shown as a Y in this example).

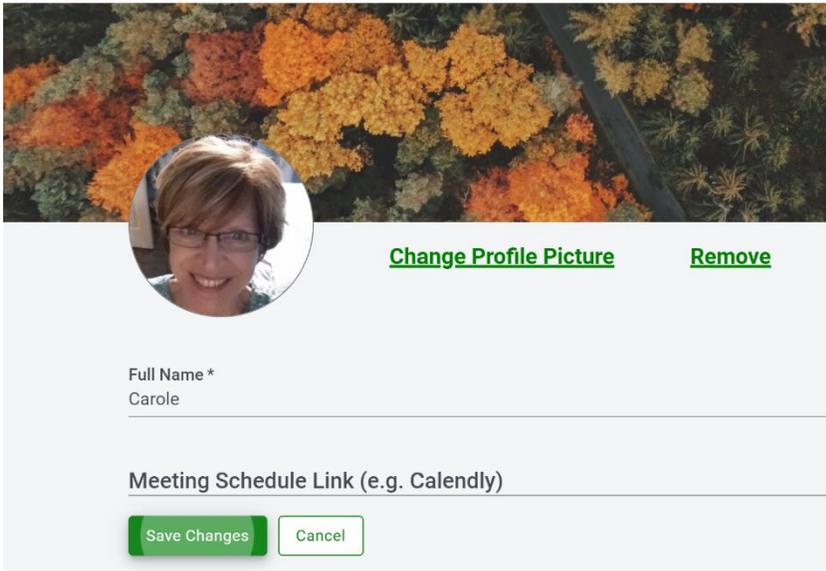
Click on the profile icon and select "Update Profile".



Click on the edit pencil to make updates to you profile.

Click on the Connect LinkedIn Profile to connect your LinkedIn profile with your event profile.





Change Profile Picture Remove

Full Name *
Carole

Meeting Schedule Link (e.g. Calendly)

Save Changes Cancel

From the edit (pencil) icon you can do the following:

- Add a profile picture
- Update your Name
- Add a link to your calendar or meeting schedule

Note: Don't forget to Click on "Save Changes" once you've completed your updates.

