

A blue-tinted aerial photograph of the Austin skyline, showing various skyscrapers and a bridge over a river.

Uthovva

User Guide



February 29 -
March 1, 2024



DoubleTree Hilton Hotel
6505 N Interstate Hwy 35,
Austin, TX 78752



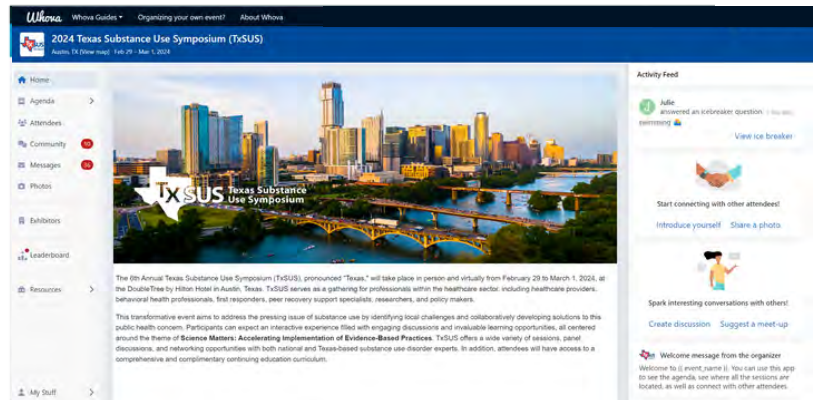
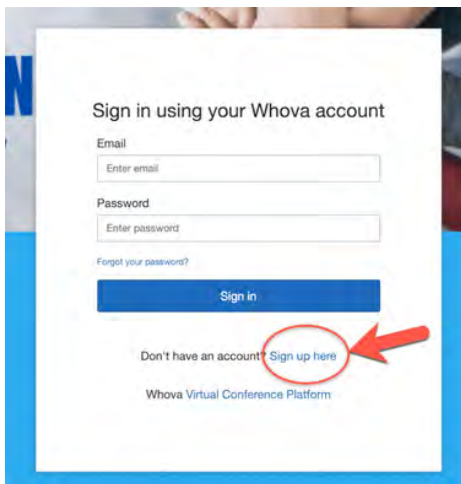
txsus@uthscsa.edu

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How to sign in to Whova (Desktop/Web Portal)

1. Use web portal link for TxSUS 2024 event, whova.com/portal/webapp/tsus_202308/
 - a. **For virtual attendees**, Whova suggests using the Chrome browser for the web portal. Some streaming software may have compatibility issues with other browsers.
2. Click “Sign up here” if you don’t have an account yet, and fill in your email and password.
 - a. To automatically log in to your event, please make sure to use the email you used when registering for the event. Note that if you are not using the registered email, you will be prompted to enter the event invitation code. Please request the code from your event organizers.
3. The app will automatically take you to the event main page.



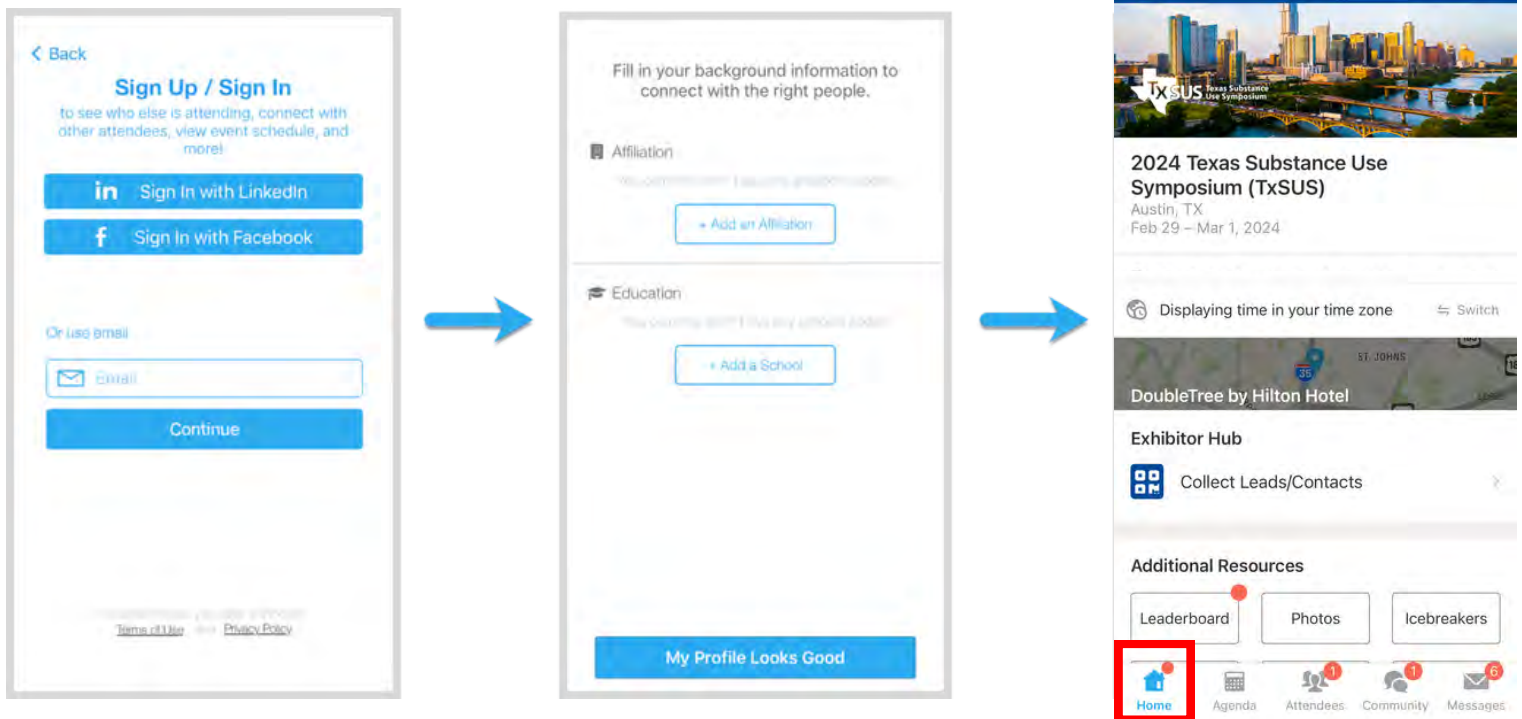
Download the Whova app

1. The Whova app is free to download.
2. Open the Apple Store or Google Play on your mobile device and search for “Whova.” You can also visit <https://whova.com/download/> on your mobile device’s web browser.

How to sign in to Whova (Mobile App)

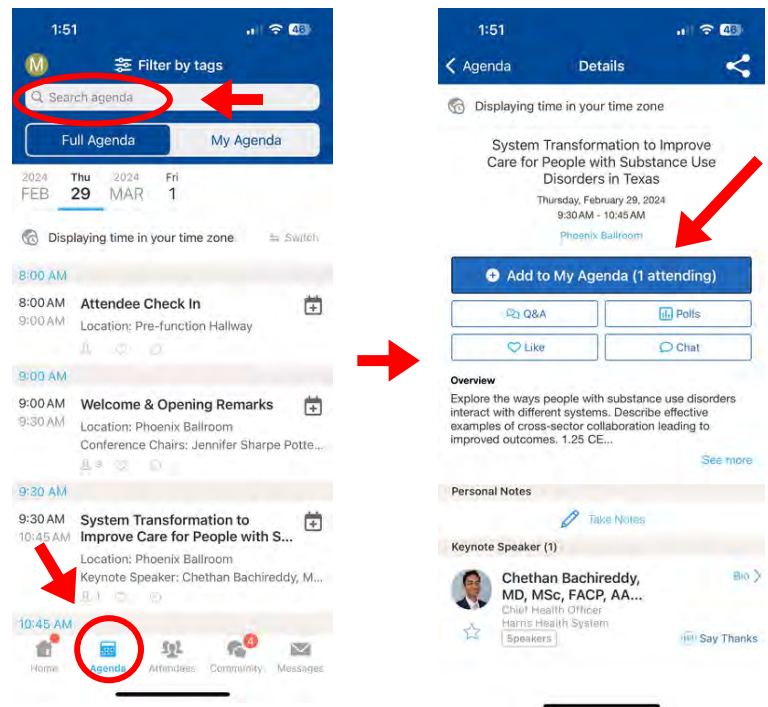
1. Enter the email address you used for event registration or use your LinkedIn or Facebook account.
 - a. To automatically log in to your event, please make sure to use the email you used when registering for the event.
2. Create a password and type in your name.
3. Edit your profile to help others connect with you.
4. The app will take you to your event page automatically.

If the event doesn’t show up automatically, search for “2024 Texas Substance Use Symposium (TxSUS).” Then, click the “Join” button on the bottom of the event description page, and enter the event invitation code the organizers sent you.



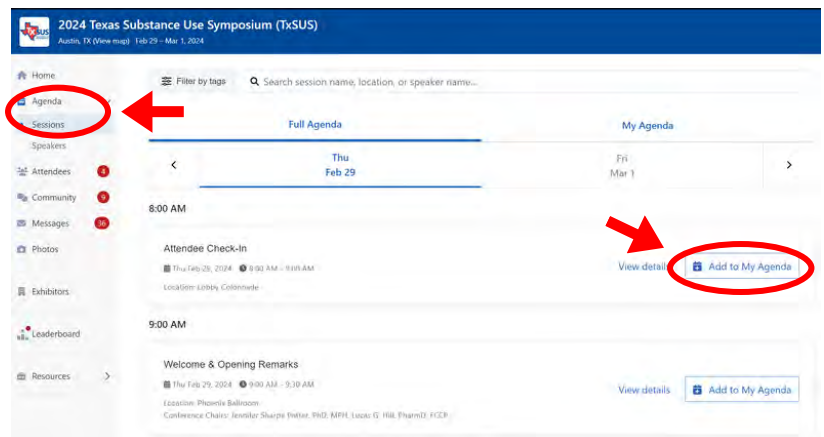
View the agenda and plan your schedule (Mobile App)

1. Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, tap on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click "Add to My Agenda" to put the session on your own personal agenda and set a reminder.



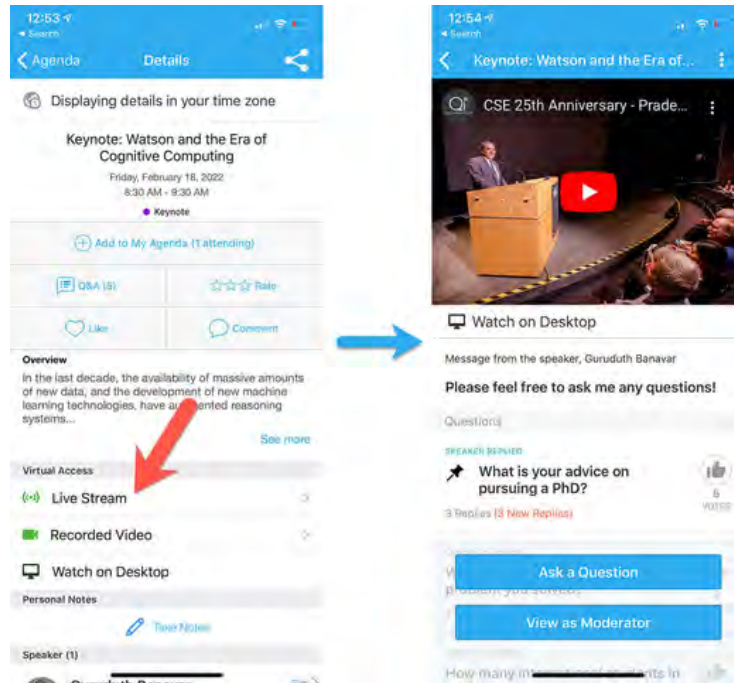
View the agenda and plan your schedule (Desktop/Web Portal)

1. Find the Agenda tab on the side of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, tap on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click "Add to My Agenda" to put the session on your own personal agenda.



Access live streams and session videos (Mobile App)

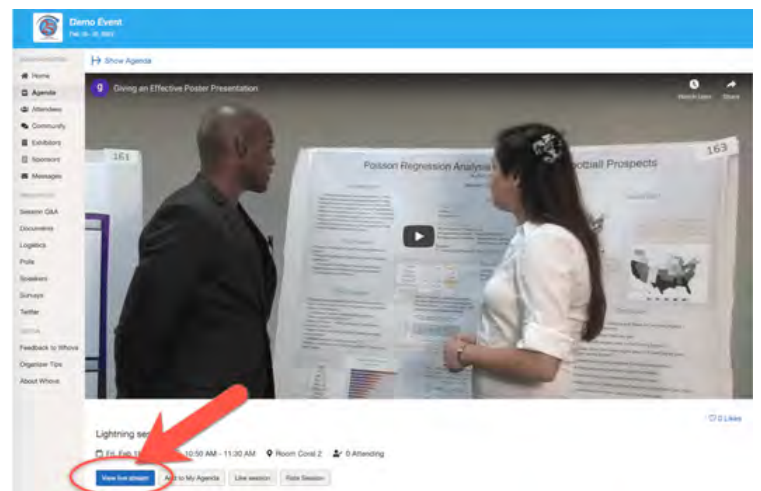
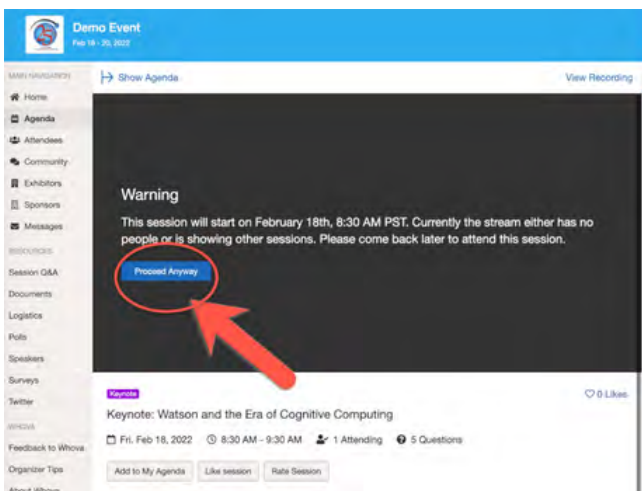
You can watch videos and live streams directly through the agenda item. Once you've accessed the agenda item, click on one of the options beneath Virtual Access: either Live Stream or Recorded Video.



Access live streams and session videos (Desktop/Web Portal)

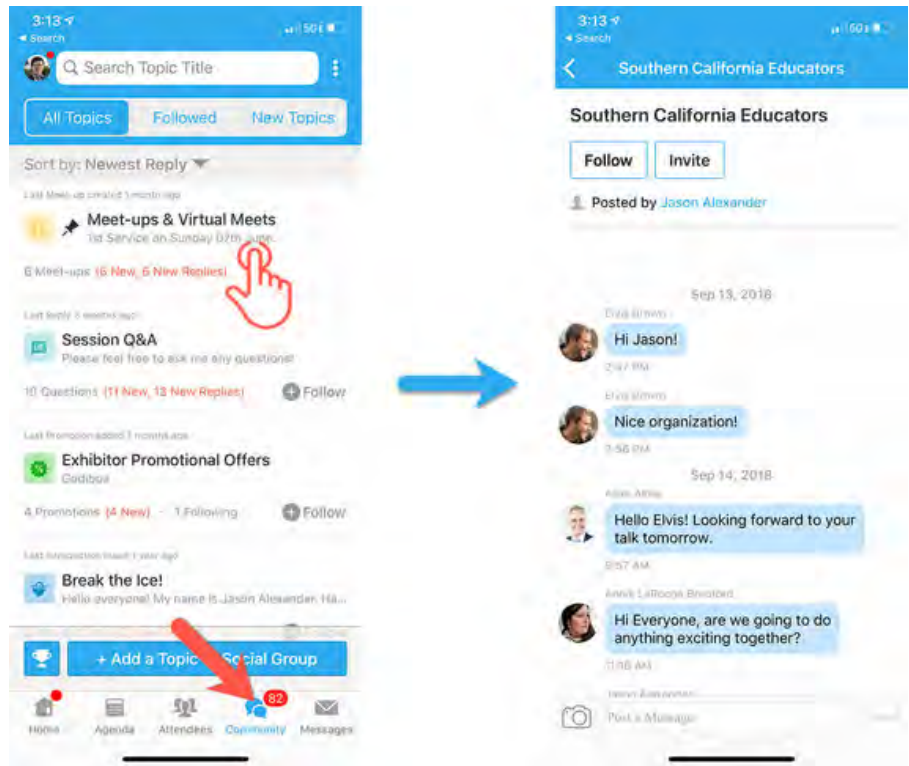
Whova suggests you use the Chrome browser to join the session streaming. Some streaming software may have compatibility issues with other browsers.

1. From the agenda list, click the session you want to watch.
2. If the streaming screen directly shows up, click "Proceed" to start watching the stream. Otherwise, click "View live stream" button to open a separate streaming page to watch.



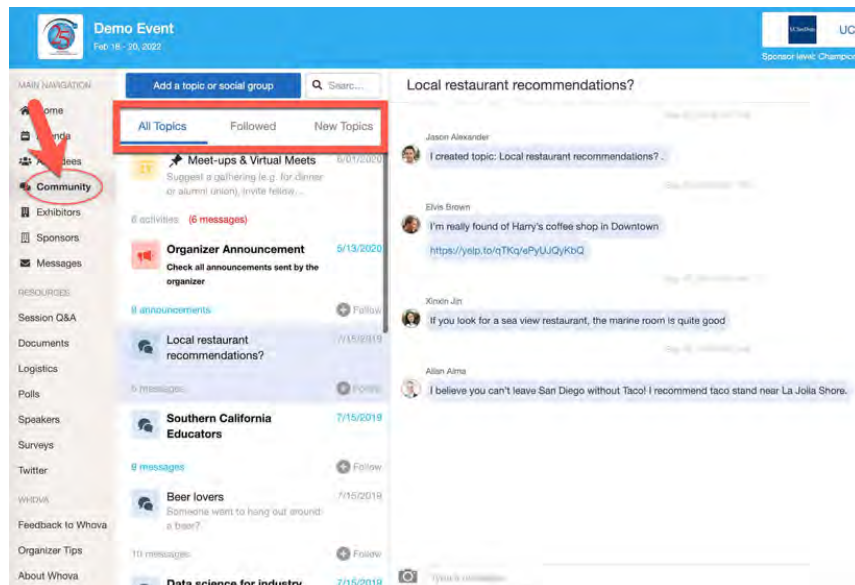
Join discussion on the community board (Mobile App)

1. Click the “Community” tab (on the bottom of the screen)
2. Create a new conversation topic, or tap the topic to join existing topics like “Meet-ups.”
3. Click “Follow” directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you are following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.



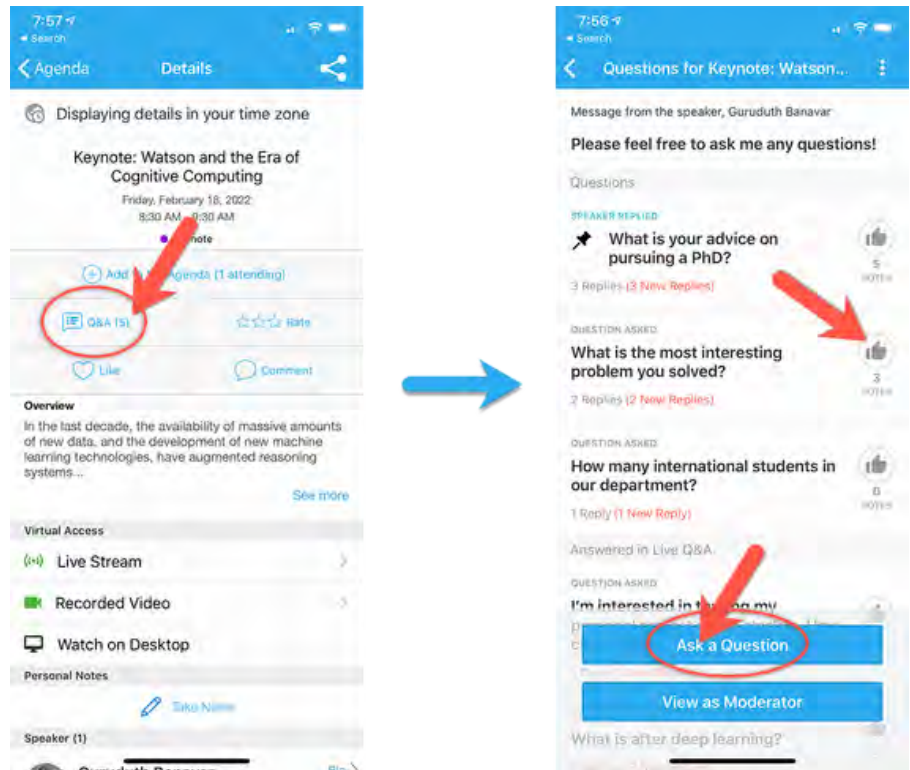
Join discussion on the community board (Desktop/Web Portal)

1. Click the “Community” tab on the side menu to the left of the screen.
2. Create a new conversation topic, or use existing topics like “Meet-ups.”
3. Click “Follow” directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.



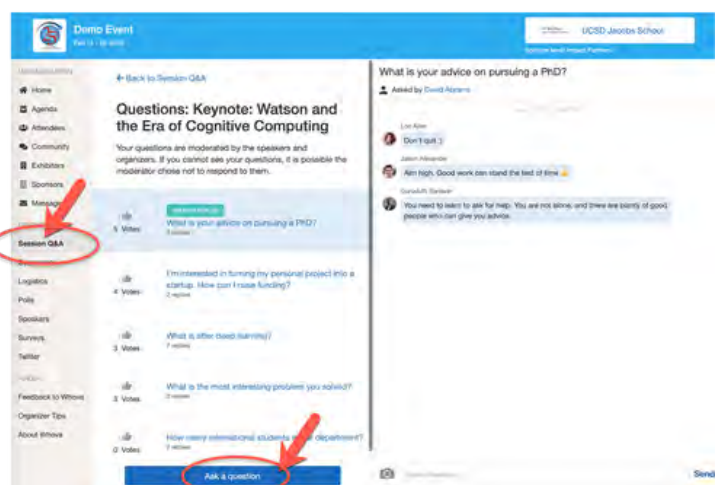
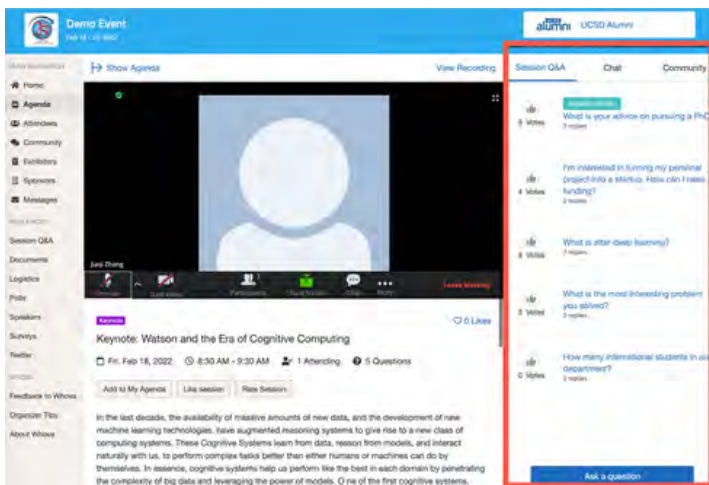
How to use session Q&A feature (Mobile App)

- **Option 1:** On the session detail page, tap the “Q&A” button; on the next page, view the existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one.
- **Option 2:** On the event main page, tap “Session Q&A” button. Find the session you want to ask questions in and tap on it.



How to use session Q&As (Desktop/Web Portal)

- **Option 1:** You can access three tabs on the right-hand side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the presenter through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board function through Community.
- **Option 2:** You can use this function through the “Session Q&A” tab on the left-hand sidebar underneath Resources.



Questions?
Contact TxSUS@uthscsa.edu

**We can't wait
to see you
on Whova!**

