



2021 Parenting through Adoption Conference

Official Event Apps that you will need to download to access your sessions

Important Notes:

In our test runs for the software/apps that we are utilizing for the conference, **we learned that it is important to have the LATEST version of the apps discussed in this document.** If you have previously installed Zoom, Google Chrome, and/or AgendaPop on the device(s) that you will use to participate in your virtual session (your mobile phone, iPad/tablet, or laptop/computer), refer page 3 to learn how to update your versions.

If you would like some assistance with AgendaPop or Zoom, please sign up for Tech Session & Conference Overviews offered some evenings this week: <https://forms.gle/RQtHzQpFCkufoAxl9>

Before you download the conference apps, consider whether you'd like to download them to your mobile phone, iPad/tablet, laptop/computer, or perhaps to more than one device. Which will work best for you?

* * * * **A g e n d a P o p A p p** * * * *

How will AgendaPop be used?

- You will use this app to locate your sessions and each of their specific Zoom links.
- When you click on the Zoom link in this app you will be connected to your appropriate session.
- If you use your mobile phone or iPhone/tablet, the Zoom meeting/webinar will be displayed/heard on that device (if you prefer a larger screen for viewing or for downloading presenter handouts, you could access AgendaPop via the URL listed at the top of page 2 for AgendaPop Laptop Access).
- Access the agenda and handouts.
- Explore the professional profiles of speakers, sponsors, and exhibitors.
- Send and receive in-app messages. Connect with other conference attendees.
- Complete evaluations of sessions and the conference.

Download AgendaPop for Smart Phone/Tablet App (Android, iPhone, iPad):

1. From your smartphone/tablet, go to the App Store/Google Play store.
2. Search for AgendaPop (by OpenConcept Systems, Inc.).
3. Install the AgendaPop app.
4. After installation, click on the AgendaPop icon to launch the app.
5. Click Sign Up/Sign In.
6. You will sign in using the email address you used for your conference registration.
7. Access will be granted once the password is sent via email at the end of the week.
8. If you have previously downloaded the AgendaPop app, please visit the App Store/Google Play store to ensure that you have the most current version of the app. See page 3 for more details.

Access AgendaPop on a Laptop/Computer (for non-iOS/Apple & non-Android devices) and/or to hear/see Zoom meetings/webinars on computer screen):

1. Go to: <https://mobile.agendapop.com/s/caffa/>
2. You will sign in using the email address you registered for the conference.
3. Access will be granted once the password is sent via email at the end of the week.

* * * * Z O O M A p p * * * *

How will Zoom be used?

- The AgendaPop’s Zoom links that are embedded to each session will utilize your mobile’s Zoom app (or your iPad/laptop’s) to provide access to the features of Zoom meetings and webinars.
- Launch virtual sessions with the embedded links from AgendaPop App.
- Participate in chat during sessions with presenters and other attendees.

Download Zoom for Smart Phone/Tablet App (Android, iPhone, iPad):

1. From your smartphone/tablet, go to the App Store/Google Play store.
2. Search for Zoom Cloud Meetings (by Zoom.us).
4. Install the Zoom app.
5. After installation, click on the Zoom icon to Open/Launch the app.
6. Click Sign Up/Sign In.
7. You can create a free account if you do not already have one. Use the email address you used for your conference registration.
8. If you have previously downloaded the Zoom app, please visit the App Store/Google Play store to ensure that you have the most current version of the app. See page 3 for more details.

Zoom Laptop App if you wish to access Zoom meetings/webinars via computer:

The Zoom application will automatically download to your computer when you start your first Zoom Meeting or Webinar or you may download it ahead of time here:

1. Go to <https://zoom.us/download>
2. From Download Center, click on Download button under “Zoom Client For Meetings”.
3. If you have previously downloaded the Zoom app, see page 3 for details on how to ensure that you have the most current version.

* * * * C H R O M E * * * *

How will Chrome be used?

From our test runs, it appears that having an updated Google Chrome browser ensures a reliable and consistent user experience so we are recommending that you use the most recent version.

How to UPDATE conference apps (AgendaPop, Zoom, and/or Google Chrome):

If you previously downloaded these apps on your mobile, tablet, or laptop, ensure you have current version.

AGENDAPOP Update

Make sure AgendaPop App on laptop or mobile is updated or functionality can be impaired.

AgendaPop app for mobile: Open App Store or Google Play Store. Find AgendaPop app. If you previously downloaded it to your phone, it will display an 'Update now' (or similar message) on app's download page if you don't have up-to-date version. (If it shows 'Open' it's current version.)

AgendaPop app for computer/laptop: Since you will be going directly to their website you do not need to update an App; however, you should ensure you have current Chrome version.

ZOOM Update

Make sure Zoom app on your laptop or mobile is updated or functionality can be impaired.

Zoom on your mobile: go to App Store or Google Play, find Zoom app. If you have previously downloaded it to your phone, it will display a 'Update now' (or similar message) on the app's download page if you don't have the most recent version. (If it indicates 'Open' it indicates that you have the most current version.)

Zoom on your laptop/computer: Sign into your Zoom desktop client. Click your profile picture then click 'Check for Updates'. If there is a newer version, Zoom will download and install it.

CHROME Update

Please update Google Chrome if you'll use it to access Zoom links on your computer, tablet, or smartphone for your session. These are the latest versions of Chrome (as of April 6, 2021):

<u>Platform</u>	<u>Version</u>	<u>Release Date</u>
Chrome on macOS or Linux	89.0.4389.114	2021-03-31
Chrome on Android	89.0.4389.105	2021-03-23
Chrome on iOS	87.0.4280.77	2020-11-23

Chrome on your computer: Open Chrome. At top right of Chrome bar (at top of computer screen), click on vertical ellipsis (⋮). Click on 'Settings' & 'About Chrome' at left. A window will display if it is updated version.

Chrome on Android mobile: Open Google Play, find Chrome app. If you have previously downloaded it to your phone, it will display a 'Update now' (or similar message) on the app's download page if you need to update. (If it indicates 'Open' it indicates that you have the most current version.) OR you can go to cell's Settings, find Apps, find Chrome. Click on 'Chrome', find your version listed at bottom to see if it matches the version listed above. While in App Settings, click on top right vertical ellipsis (⋮), it will also indicate if update needed.

Chrome on your iPhone or iPad: Open App Store. At top right, tap 'Profile'. Scroll down to 'Available Updates' & search for Chrome. If Chrome is listed, tap Update to install. If asked, enter your Apple ID password. The updates will download and install.