



Training Document – Logging in and Accessing the Sessions

Please see a step-by-step guide below for logging into the ClimSA'22 Forum virtual platform and how to join sessions as an attendee.

1. Logging in

Please use this link to login to the platform - <https://events.hubilo.com/climsa22-forum/home>

Then use the email address which this PDF was sent to, to login.

A screenshot of the login page for the ClimSA'22 Forum. The page has a blue background. At the top left is the logo. Below it, the text reads "ClimSA'22 Forum Advancing Climate Service Applications" and "Sign in to your account". There is a text input field with a mail icon and the label "Email Address *". Below the field is a dark button with a mail icon and the text "Continue With Email".

After this, use the login code – 'CLIMSA22' (capital letters), agree to terms, then press 'Verify'.

A screenshot of the verification page for the ClimSA'22 Forum. The page has a blue background. At the top left is the logo. Below it, the text reads "ClimSA'22 Forum Advancing Climate Service Applications". There is a text input field with the label "Enter the login code sent to luke.pierce@varysian.com" and the value "CLIMSA22". Below the field is a checkbox with the text "I agree to the Terms and Conditions and Privacy Policy". At the bottom, there is a dark button with the text "Verify" and a link "Different User?". At the very bottom, there is a link "Didn't receive code? Resend Login Code".

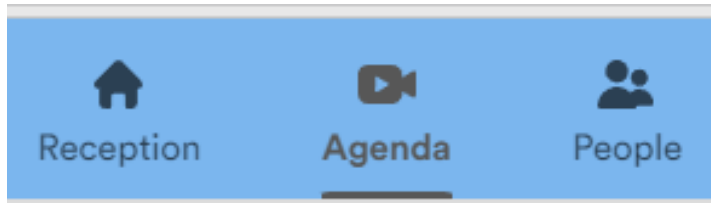
You may need to input some profile building elements which should only take a couple of minutes. But if you require, you can skip certain parts.



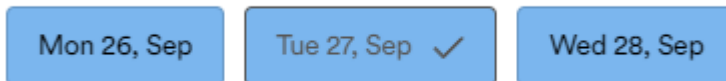
Once complete, this will bring you to the reception page, where you can see general information about the event and access all parts of the event space. We have a video with a more in-depth orientation of the platform here - <https://youtu.be/aBE26tELHHA>

2. Finding the agenda tab

Please make your way to the 'Agenda' tab to the right of the 'Reception' tab.

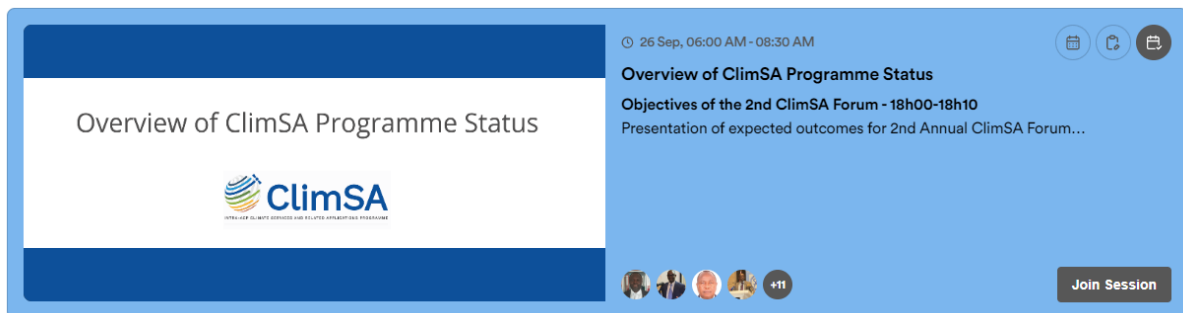


Here you will see the days at the top and the sessions below.



3. Joining a session

You will see a 'Join Session' button to the bottom right of the session area. Once the session is live, you will be able to press this button and it will trigger Zoom Webinar to open enter you as an attendee.



Once joined, you will be able to use all the Zoom Webinar functions, such as interpretation (French and Spanish), comments, Q&A etc.

We would highly suggest logging in this week or next, and to reach out directly should you have any issues. You can reach out to luke.pierce@varysian.com or katie.barkans@varysian.com

Finally, if you have not done already, please download Zoom Client for Meetings at this link - <https://zoom.us/download> in preparation to then join the live zoom sessions.

We look forward to seeing you there!