Brain Bee 2021

You can find the Hopin Registration Link here

Like all virtual platforms Hopin comes with challenges. The Hopin tech team made the following recommendations:

✓ Use Google Chrome/Firefox as your browser

✓ It is highly recommended that you close all other applications on your computer, shut it down and restart before the start of the session. Do this about 1-2 hours before the competition starts in your time zone so that you can test and address any issues that might occur when you restart.

You will find other tips to troubleshoot network issues further down in this document.

In this guide, we will go over how to register and navigate Hopin.

1. Click on the Hopin Registration Link. You should be directed to the following page:

   - On this page, you can find more information about the event, the sponsors, the schedule, and the speakers.
2. You should see three available ticket types on the right-hand side, click on the ticket option that most suits your description and then click on checkout.

   a. If you are a high school competitor, click on **High School Competitor**
   b. If you are a member of organizational team, click on **Brain Bee Organizer**
   c. If you are a friend, a family member, or a teacher of a high school competitor, then click on **Spectator**

3. After clicking on checkout, you will be redirected to this page:

   - If you have a Hopin account, click on **Login** on the top of the page. If you do not have a Hopin account, click on **Sign Up with email**.
4. If you click on **Sign Up with email**, you should now be able to see the registration section. Fill out all required information and agree to terms and conditions, then press **Sign up with Email**.

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| I Agree To Hopen Terms & Conditions, Platform Terms & Conditions, and Privacy Policy |
|====================================================================================|

| I agree to receive product updates and marketing communications from Hopen (optional) |
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**Sign up with email**

5. Once you have signed up or logged in, you should be directed to the event reception page:
   - You can find the event schedule by scrolling down the page
6. On the schedule, you can find the time and the location of each segment:

Note: Not all segments are happening at the same location.
7. When a segment goes live, you can find where you need to go in the **What’s happening now section**. For example, if a segment requires you to go to the Stage area, you can either click on **Go to Stage** or click on the Stage icon directly on the left-hand menu. The *live* icon on the Stage indicates that this segment is live.
8. The stage page should look like this:
   - On the right-hand side, you can interact with the event using the chat functionality.
   - You can also message the moderators, by going to the People tab and clicking on a moderator to start a chat with
   - You can also participate in Polls
   - **Note:** The interactive section is broken down to two section, Event and Stage.
     - **The event section lets you interact with the whole event. All event attendees are able to see your message.**
     - **The Stage section lets you interact with the Stage. All stage attendees are able to see your message.**
9. Once the Stage segment is over, you can head back to the reception area to see where you need to go next. If a segment requires you to go to the Sessions area, you can either click on Visit Sessions or click on the Sessions icon directly on the left-hand menu. The Now icon on the Sessions indicates that this segment is live.

10. In the Sessions area, you can use the tag functionality to find the session that is applicable to you.
11. Once in a Session, to share your audio and video follow the following steps:
   
a. Click on Ask to Share Audio and Video. Wait for the moderator to approve your request.

b. In the Audio/Video Settings menu that pops up, make sure the audio and video selection are correct. Then click Apply.

c. Please make sure you ALLOW your browser permission to share audio and video with Hopin

Note: To send a message in the session chat, you must first click on the Sessions in the interactive panel. Then click on Chat. You can type your message on the bottom of the page. Sending messages in the session area will send a message to session attendees ONLY.
Troubleshooting: It is highly recommended that you close all other applications on your computer, shut it down and restart before the start of the session.

1. Cannot access Hopin
   a. Attempt an alternative browser such as Google chrome
   b. Refresh your Computer browser
   c. Check your internet connection

2. Cannot share audio and Video
   a. Make sure your browser has permission to share audio and video with Hopin
   b. Refresh the page and enter the session again
   c. Request to share audio and video again

3. Got kicked out of Hopin
   a. Refresh your browser and enter the session again
   b. Make sure that your computer does NOT have other applications open