2021 Hybrid

SCSPLS Convention and Technical Conference
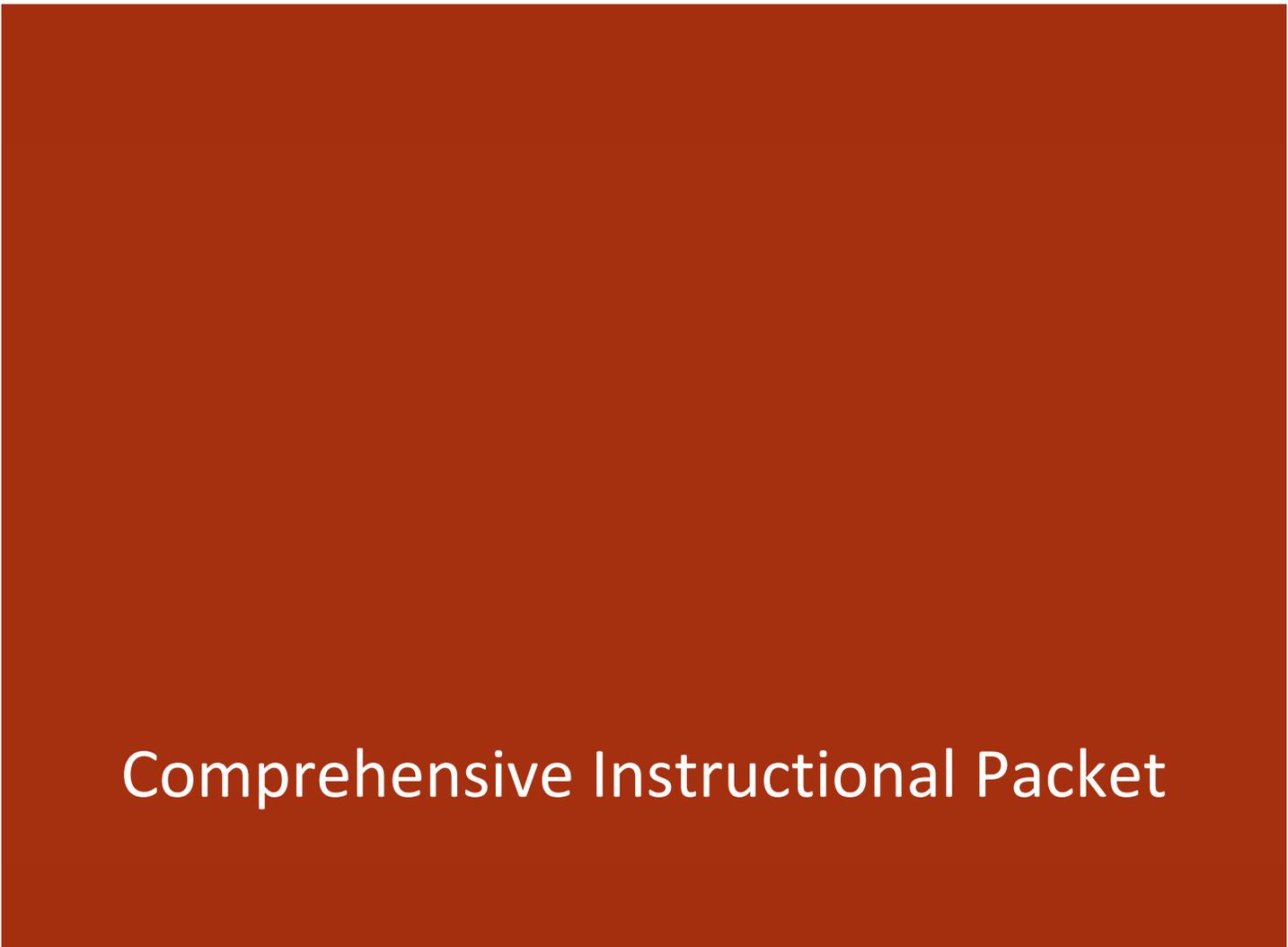
Comprehensive Instructional Packet

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Contact Information:

If you cannot find the information you need in this packet, please email allison@jma-associations.com or call (803) 771-4271 and ask for Allison King or Sarah Waldrop.

Please note - We will be onsite for the 2021 SCSPLS Conference beginning Wednesday at 10:00 AM. Please access your account BEFORE this time. We will not be able to assist you after Wednesday at 10:00 AM.

To participate in the conference and receive credit for your completed PDHs, ensure you have registered and paid for the conference. If not, find it here:

https://events.eply.com/2021SCSPLSConventionandTechnicalConferenceAttendee3361121

1. You will receive an email to the address provided on the registration form. Included will be a link that directs you to the conference platform.

2. **The email address provided on the registration form will be _your username_.** Please set a password for your conference account. We will not have access to this information, so please keep track of your login.

3. To find the conference tracks, click on the icon in the upper left-hand corner (see image below).

2021 SCSPLS
Convention &
Technical Conference

**Please take some time to familiarize yourself with the platform before the conference. Any questions should be directed to allison@jma-associations.com or call (803) 771-4271 and ask for Allison King or Sarah Waldrop.

How to Download the Zoom Computer Plug-In:

1. Click this hyperlink: zoom.us/download.

2. Choose the first download option, "Zoom Client for Meetings."

3. Follow Zoom's download instructions.

This is the homepage:
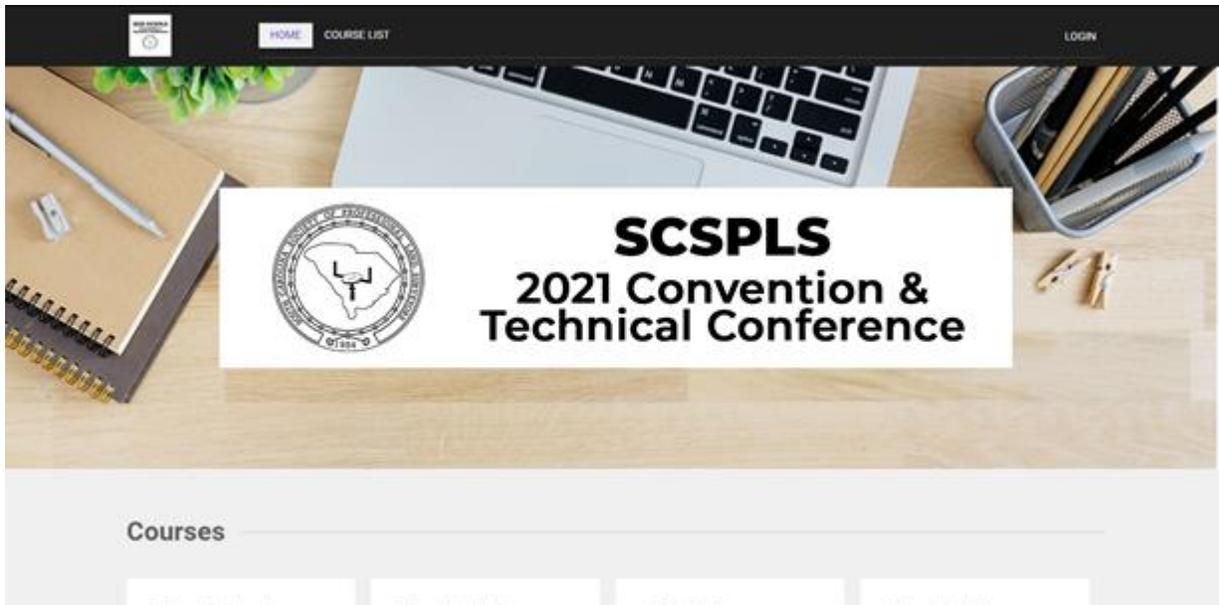
1. You can find the conference tracks on the homepage under the "Courses"
   section beneath the home banner.
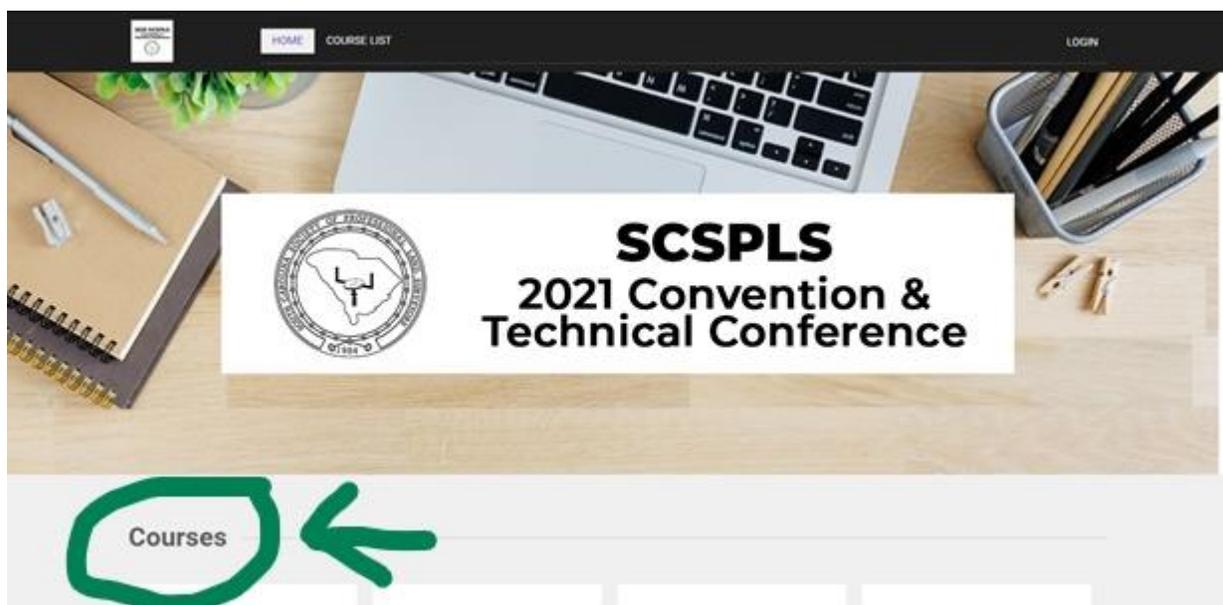
2. Choose your desired track by scrolling down the page and clicking on

    the green "DETAILS" button or the title button of the appropriate,

    corresponding track:

    A. Wednesday meeting is for the virtual SCSPLS Meeting

    B. Thursday Keynote is for the 1:00 – 1:50 PM Keynote Presentation for 1 PDH

    C. Thursday Banquet is for the SCSPLS Awards Banquet and Society Update from 12:00 – 12:50.

    D. Thursday Tracks include Track 1, Track 2 and Track 3 with all courses offered.

    E. Thursday Tracks include Track 1, Track 2 and Track 3 with all courses offered.

   F. Virtual Trade Show is a place to visit our Virtual Vendors.
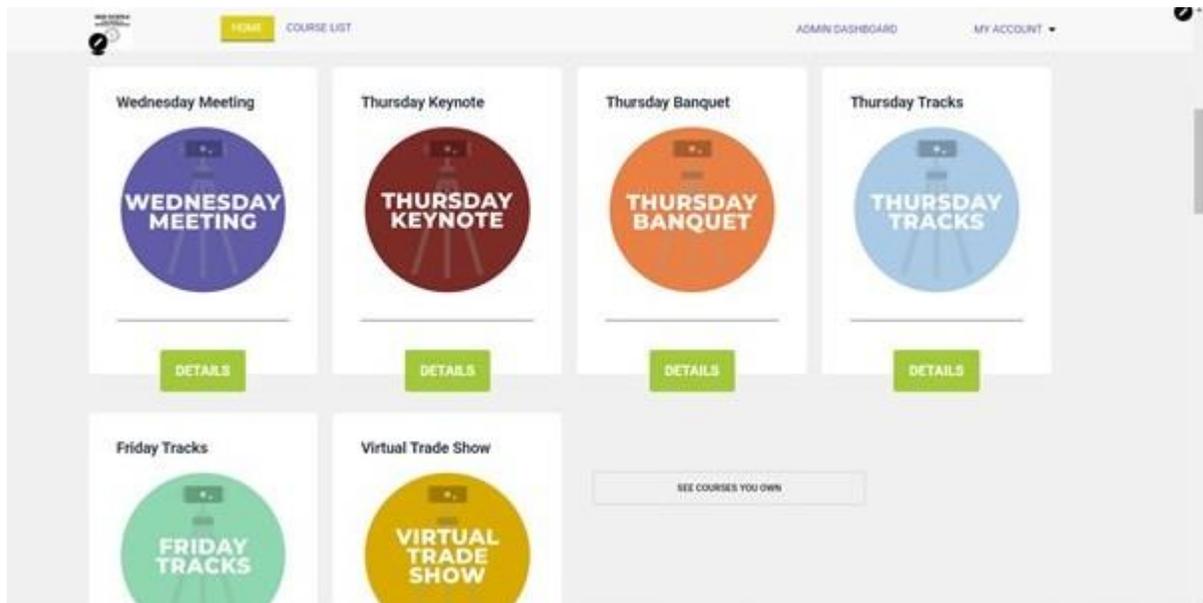
You <u>MAY</u> switch between track subjects throughout both days.

3. Once you have selected the course (Wednesday Meeting, Thursday Keynote, Thursday Banquet, Thursday Tracks or Friday Tracks), pick the track you want to take by clicking on the blue title. In the General Sessions, you will choose presentation.
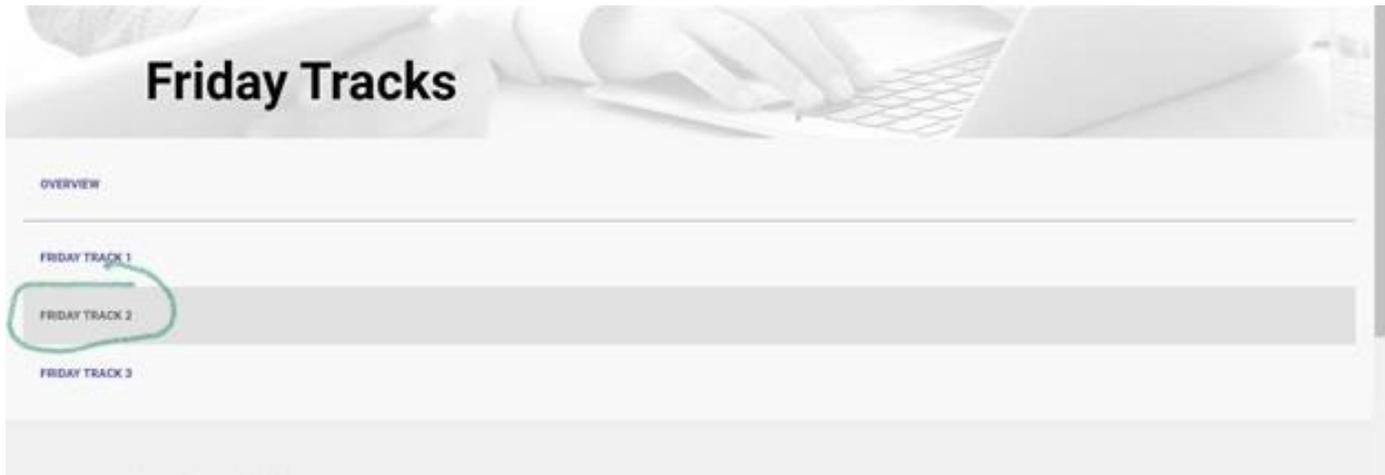
4. Once you have selected an option, an itinerary will appear on your screen.

    Choose which session to enter by clicking on the time and title. Each will vary

    according to the classes the track has, but it will look like the below image:
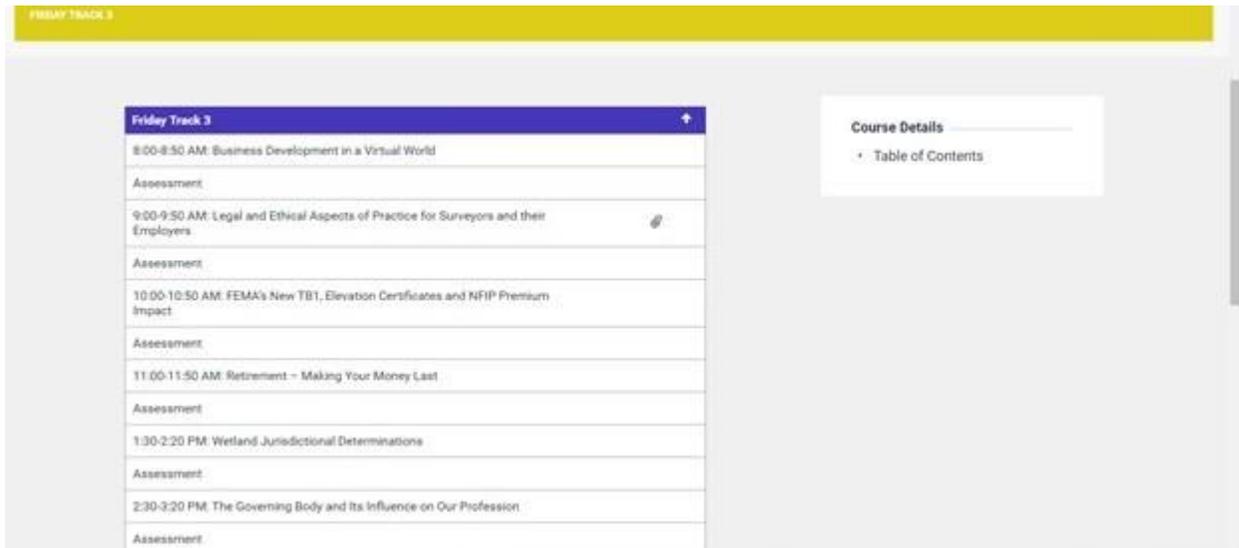

5. Select the appropriate course. Please view the example below. Click on the 2nd
   time and course (below the heading).
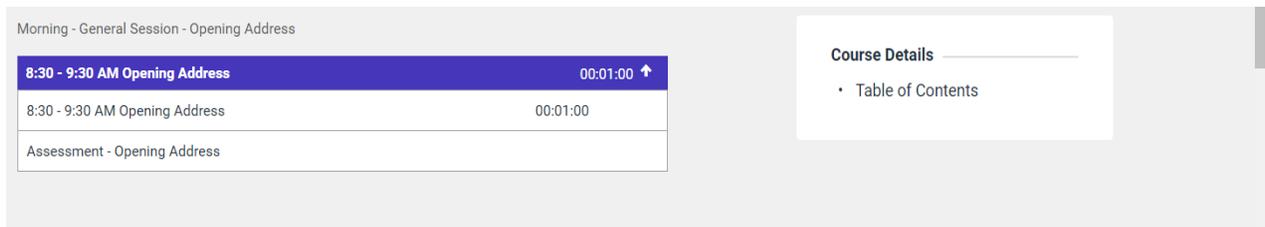
**You <u>MUST</u> watch the entire video before you are allowed to take the assessment. Each completed assessment will earn you 1 PDH.

6. To join the webinar, click the hyperlink **which is located in the same place for every course**.

    a. Only questions sent in the CHAT function will be answered by the speaker. While you are in the Zoom class, do not use the Q&A function and do not use the "raise hand" function as the CHAT is the only placed monitored.

    b. You are permitted to use background filters in the Zoom class, but any inappropriate misuse of this function will result in automatic dismissal from the course and you will not earn a PDH for the course in which the misconduct occurred.

7. After the Zoom meeting, **make sure you hit the back arrow on your browser**. **Do <u>NOT</u> exit out of the screen or you will have to log-in to the conference webpage again on a new browser tab**.

8. Hitting the back arrow will return you to the page displayed in step 6. On the right hand side of the screen, click the "NEXT ASSESSMENT" tab.
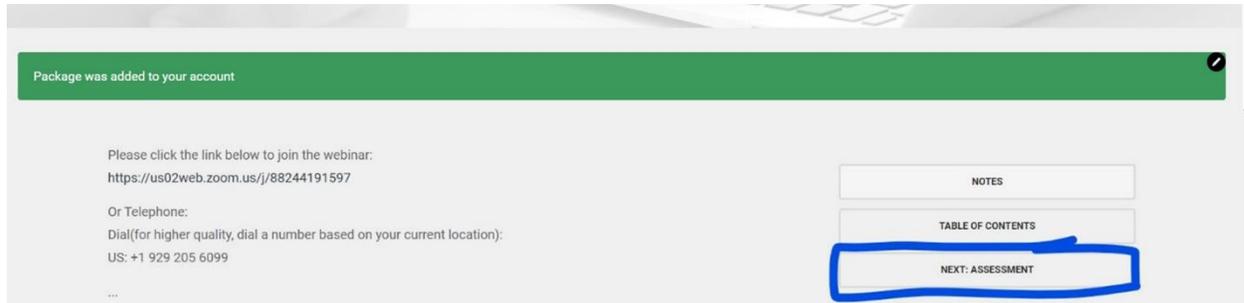
**You <u>MUST</u> watch the video <u>ALL THE WAY THROUGH</u> to be able to unlock the assessment.

**If you do not finish the assessment <u>completely</u> and <u>to the best of your ability</u>, you will NOT receive your PDH for the course.

9. Repeat steps 1-8 for each course you take.

1. Where/when do I get PDH CERTIFICATES?

    -   On Wednesday, April 7, 2021, we will check to see who completed the assessments fully and to the best of their ability and begin processing the PDH. We will provide those registrants with a PDH, and they will be e-mailed to the recipient. You will receive your PDH by the following Friday. Please note, this is a very lengthy process as SCSPLS staff must check each individual response for every person for every class taken.

    -   Please note, SCSPLS staff will check on the following Wednesdays, April 7, April 14, April 21 and April 28 to verify the completion of the assessments. PDH certificates will be emailed accordingly.

2. Who will send the PDHs to me?

    -   SCSPLS will e-mail your PDH to you at the email address in which you are registered for the conference.

3. If, for some reason, I get dropped out of the session, what do I do?

    -   If you are dropped from the session, please find the Zoom hyperlink located in the course description of the class from which you were dropped and rejoin the session. Also, check your internet connection to ensure that your wi-fi did not drop.

    -   If for some reason that does not work, please try to watch the session at a later time.

4. Do I have to answer questions at the end of the session?

- **YES!** This is imperative. At the end of each Zoom session/video, there is an assessment you **MUST** take to earn your PDH. The assessment will be locked until you have completed the Zoom session/video. You **MUST** answer these questions fully and to the best of your ability to earn the PDH.

5. Is there a telephone number I can call if my system goes down or I have other problems?

    - No, unfortunately, all SCSPLS staff will be working the conference in Columbia working to coordinate in person and virtual attendees. You will be able to view the presentation for 3 weeks after the conference.

6. May I go back and re-watch a session?

- Yes, you may. The live videos will be recorded and posted to the SCSPLS platform (https://jma.mclms.net/en/) until April 23, 2021.

7. Are there questions after the Keynote presentation?

    - Yes. After each session, including the Keynote presentation, there will be an assessment you have to take to earn your PDH. Please see Question 4 for more details.

8. I already created my account, but I am having troubles logging in to my account. I just input my login information, and the website is taking a very long time to load.

    - Please completely close out of the tab in which you have the platform open. Launch a new tab and go to the same URL (When the page loads, you should already be

    logged in https://jma.mclms.net/en/). to the platform under your account.

    - We are unsure why this happens, but we have reached out to the platform

developers to alert them of the situation.

9. What do I do if I have a question for the speaker during the class?

   - Only questions sent in the "chat" function will be answered by the speaker. While you are in the Zoom class, do **NOT** use the Q&A function and do **NOT** use the "raise hand" function.

   - A member of the SCSPLS team will be in each course at all times. At the end of the lecture, the team member will read the questions to the speaker.

   - If time runs out before all questions are answered, you will be able to contact the speaker. We will have his/her information listed underneath the course description as seen in Step 6 of "General Track Information."

**Don't see your question? E-mail allison@jma-associations.com or call (803) 771-4271 and ask for Allison King or Sarah Waldrop.