

HOW-TO GUIDE



**TRUTH AND
RECONCILIATION WEEK**



National Centre for
Truth and Reconciliation
UNIVERSITY OF MANITOBA

Presented by 

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We are pleased to welcome you to this year's Truth and Reconciliation Week. On this page you'll find everything you need to log into our event platform, set up your profile, and take part in the event.

SETTING UP YOUR PROFILE

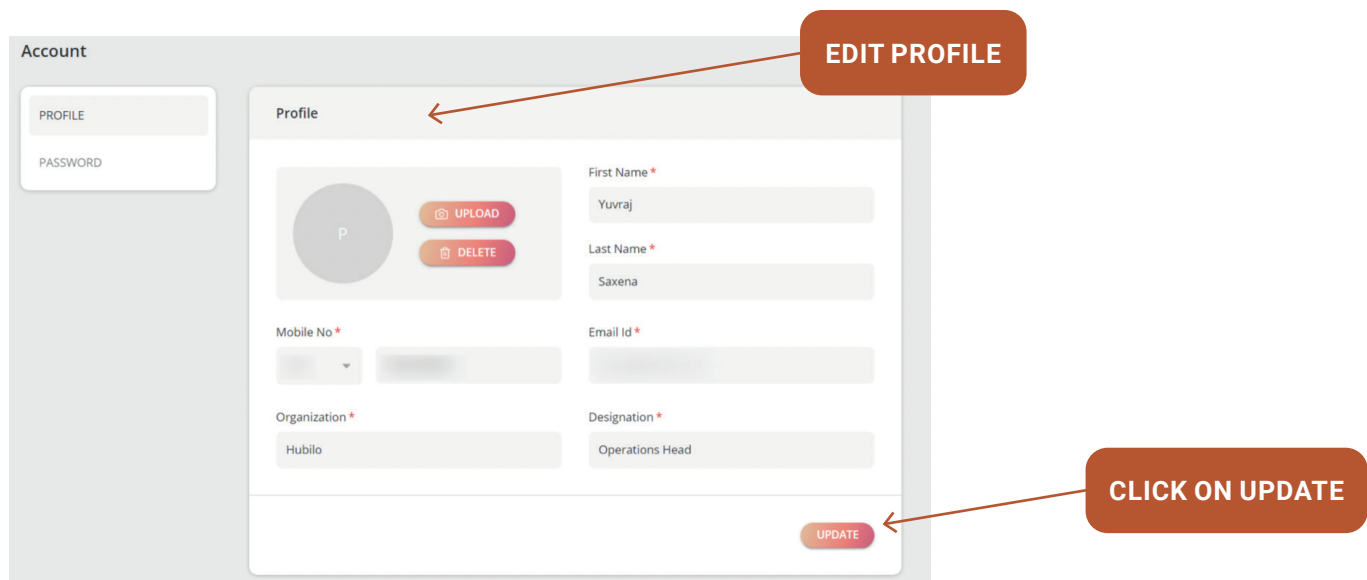
An email will be sent to your registered email address with a URL that provides you access to the platform. You are then required to create an account and set up your profile.

Please follow the steps below to set up your profile once an account is created.

STEP ONE

In the top right-hand corner, under your profile, click on the dropdown and select Account. Once you are in the account section, under your profile details, you can edit your profile image, name, contact number, and designation.

We recommend registering the name and contact information of your school/classroom.



The screenshot shows the 'Account' page with a sidebar containing 'PROFILE' and 'PASSWORD' options. The main content area is titled 'Profile' and contains a profile picture placeholder with 'P' and buttons for 'UPLOAD' and 'DELETE'. Below this are input fields for 'First Name *' (Yuvraj), 'Last Name *' (Saxena), 'Mobile No *' (with a dropdown arrow), 'Email Id *', 'Organization *' (Hubilo), and 'Designation *' (Operations Head). At the bottom right of the form is an 'UPDATE' button. Two orange callout boxes with arrows point to the 'Profile' header and the 'UPDATE' button, with labels 'EDIT PROFILE' and 'CLICK ON UPDATE' respectively.

STEP 2

Once you have finished editing, click Update.

SEPTEMBER 27 - OCTOBER 1ST

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AGENDA

You can access the event agenda by clicking on **Agenda** in the top menu. Click on your session of interest and you'll see a pop up card with the title, time and details of the session.

You can build your own itinerary by clicking on the **Calendar icon** and adding the session to your personal calendar. This can be done anytime from now up until the session goes live for each day of the event.

ATTENDING A SESSION

All session information including speakers, date, time and host are detailed in the session card.

Please note that the Join Session button will only be available when the Session is live.

Please refer to the image below to see how the Join Session button appears, once the session is live.

The screenshot shows a web interface for the event agenda. At the top, a red box labeled 'CALENDAR ICON' points to a calendar icon in the top left corner. Below this, a session card for 'Virtual Master Class on Social Selling' is shown, with a red 'JOIN SESSION' button. A red box labeled 'CLICK ON JOIN SESSION TO BE ABLE TO ATTEND THE SESSION' points to this button. Below the session card, there is a search bar and a 'QUICK GUIDE' link. At the bottom, a session card for 'The Evolution of Artificial Intelligence' is shown, with a red 'WATCH SESSION' button. A red box labeled 'THIS OPTION IS AVAILABLE IF YOU MISSED THE LIVE SESSION. YOU GET THE CHANCE TO RE-WATCH THE SESSION' points to this button. The interface also includes a date selector on the left showing 'AUG 02 MON' and 'AUG 03 TUE', and a 'MY TIMEZONE (AMERICA/WINNIPEG)' dropdown.

When it's time to enter the session, simply click on the **Join** button.

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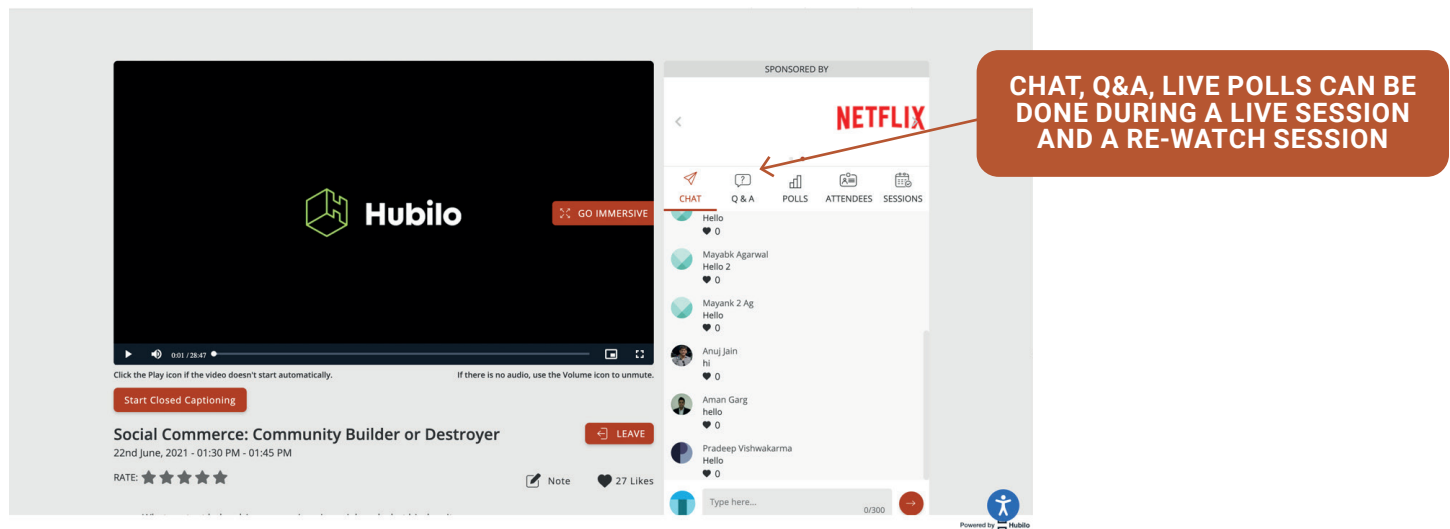


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Once you have joined the session, use the platform to ask questions, answer the live polls and see the results. You can also take advantage of a live chat option to discuss the session with other attendees in real time.



Please note that sessions will be recorded and available for review at your own leisure.

OVERVIEW OF PLATFORM FEATURES

Attendee and Exhibitor Directories: Use our searchable directories to quickly find the people and speakers you want to connect with.

Additional resources: On the additional resources, you will be able to find different links to different teaching resources that are available for Educators. Please make sure to check them out.

Q & A

When the virtual platform becomes available on September 16th, all registered attendees will receive an email inviting them to access and log in to the platform. Follow the URL link provided to begin the login process.

System Requirements: You will need a desktop or laptop computer to take part. Most computers purchased within the past few years will suffice.

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Operating System:

- Mac: Mac OSX 10.7 or later
- Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
- Ubuntu: 12.04 or later
- Linux: Red Hat Enterprise Linux 6.4 or higher

Web Browser:

- We strongly recommend using Google Chrome or Microsoft Edge browsers. Due to limitations, attendees in Safari, Firefox, or other browsers may experience difficulty.

Hardware:

(recommended to maximize the experience but not required)

- Webcam
- The microphone and speakers that are built-in to most computers are adequate.



CONTACT US

Need some more assistance? We are standing by to walk you through the process.

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SEPTEMBER 27 - OCTOBER 1ST

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