# Online Events Platform
User Guide
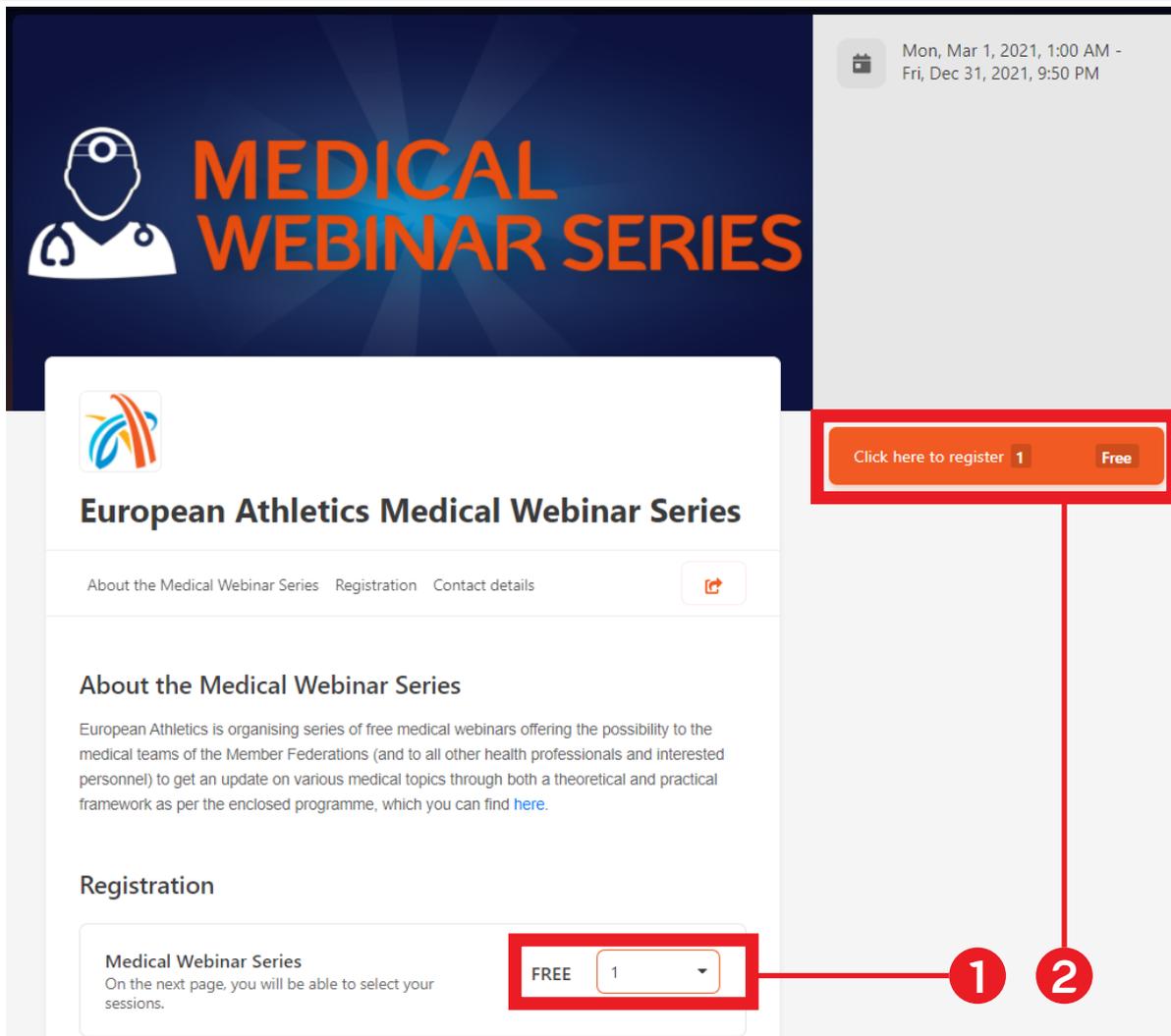
To register yourself, please click on the below link:
https://registration.socio.events/e/medicalwebinarseries

Once on the registration page as above, please select "1" (1.) and then click on the orange box "Click here to register" as highlighted here above in red (2.).

After this step, please enter your personal information, choose the sessions you wish to attend and click on the orange box "Place order" on the right. At the end of the registration process, you will be able to click on the orange button "JOIN THE EVENT PLATFORM NOW" to access the platform of the event.

Remember you need to register yourself only once, then you can register yourself to any sessions directly inside of the platform in the "Agenda MWS" tab and by clicking on the "+" sign on the correct session at the correct date (you can find the programme in the "Home" tab inside the platform).

After registering yourself, you can join the platform by clicking on the below link:
https://app.socio.events/OTQ3Mw/auth

Use the same email adress with which you registered yourself in the registration form.

The first time you go to the platform, you will have to log in with the same email you used in the registration form. You will then be invited to create a password for your account.

Once inside of the platform, please take note that you will appear in the tab gathering the list of participants highlighted below (1.). To update your profile and choose which information you would like to display for other fellow attendees, please click on your profile button highlighted below and then on "Me" (2. and 3.)

In the "Me" menu, you can add a profile picture and change any information you would like to display (social medias, website, position, personal information) by using the "Edit" buttons highlighted in red below. **Please note that any information you choose to display in your profile will be accessible by other attendees who you added as "Connections".**
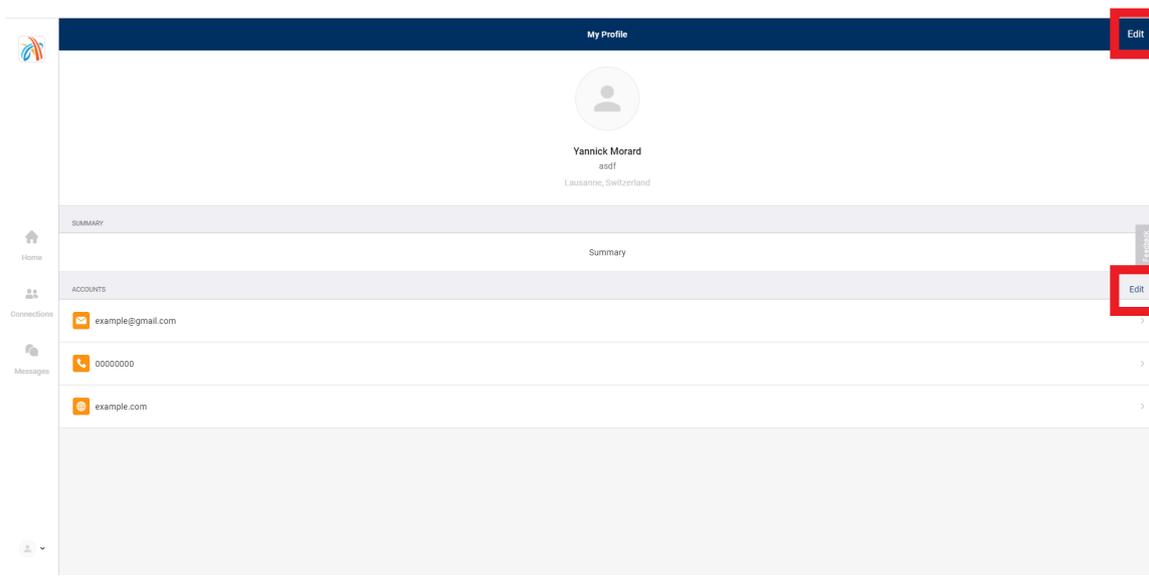
You can then modify or delete any information by clicking on the "waste bin" icon or you can add personal information by clicking on the "+" icon, as highlighted below. **Your profile will remain identical for any European Athletics online event you will register yourself to.**
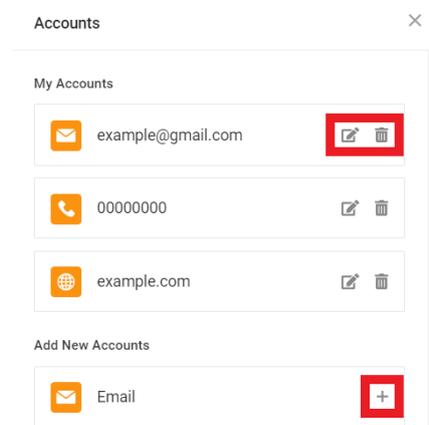
Once you access the platform, here are 3 first menus on your left:

1. "Home": Access content and he platform's tabs
2. "Connections": Lists all participants you have connected to
3. "Messages": Have conversations with other participants

To access the online events, use the tab "Agenda MWS" (1.), click on the correct date and then on "Join Live Stream" (2.) of the correct webinar, as shown below. Please note that the "Join Live Stream" will appear only 15 minutes before the starting of the webinar and will disappear when the webinar ends.
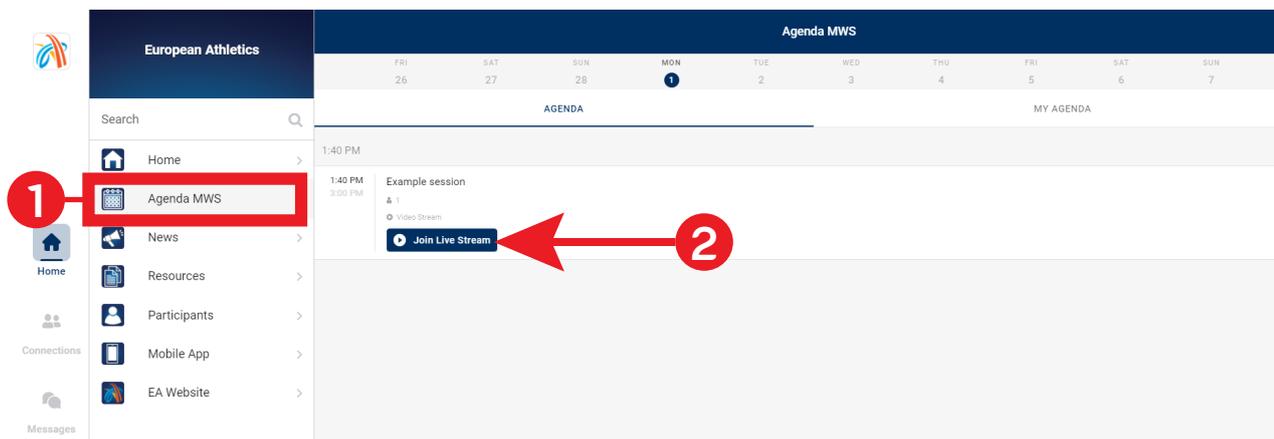
Once the webinar starts, you can freely use the "Chat" with other participants, ask your questions through the "Q&A" tab and participate to the "Polling" if any.
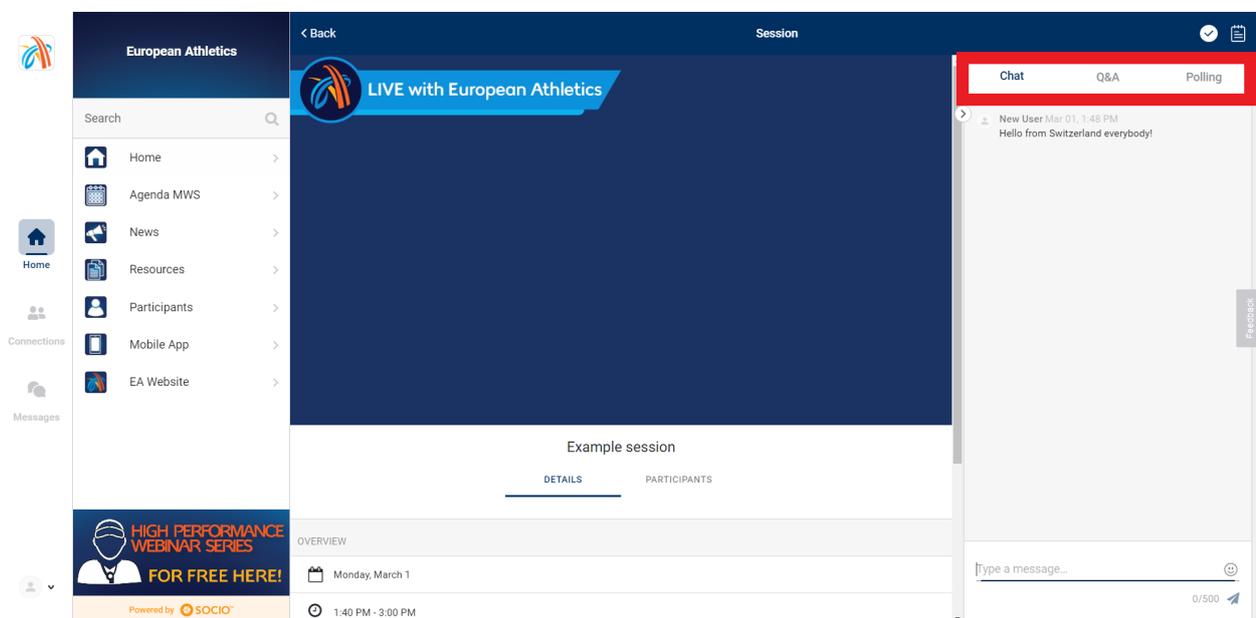
If you encounter any difficulty with the platform, please go through the below link and ask your question to the support team from our service provider "Socio", by clicking on the small widget similar to the one below at the bottom right of the screen.

https://help.ea.socio.events/en/

And here is the description of the other tabs:
1. "Home": Access to the programme of the event
2. "Agenda MWS": Access to the general agenda of the event, from which you can register to any session which will then be added to "My Agenda"
3. "News": News shared by the organizers (reminders, planning changes, etc.), there is a red signal when a new information comes out (see below)
4. "Resources": Access to any material (PDFs) from past webinars
5. "Participants": List of participants registered in the platform and possibility to use the "+Add" button to connect with these
6. "Mobile App": Shows you where to get the mobile app of the event
7. "EA Website": Gives you access to the European Athletics Website

If you have any questions, please feel free to reach out to:

medical@european-athletics.org