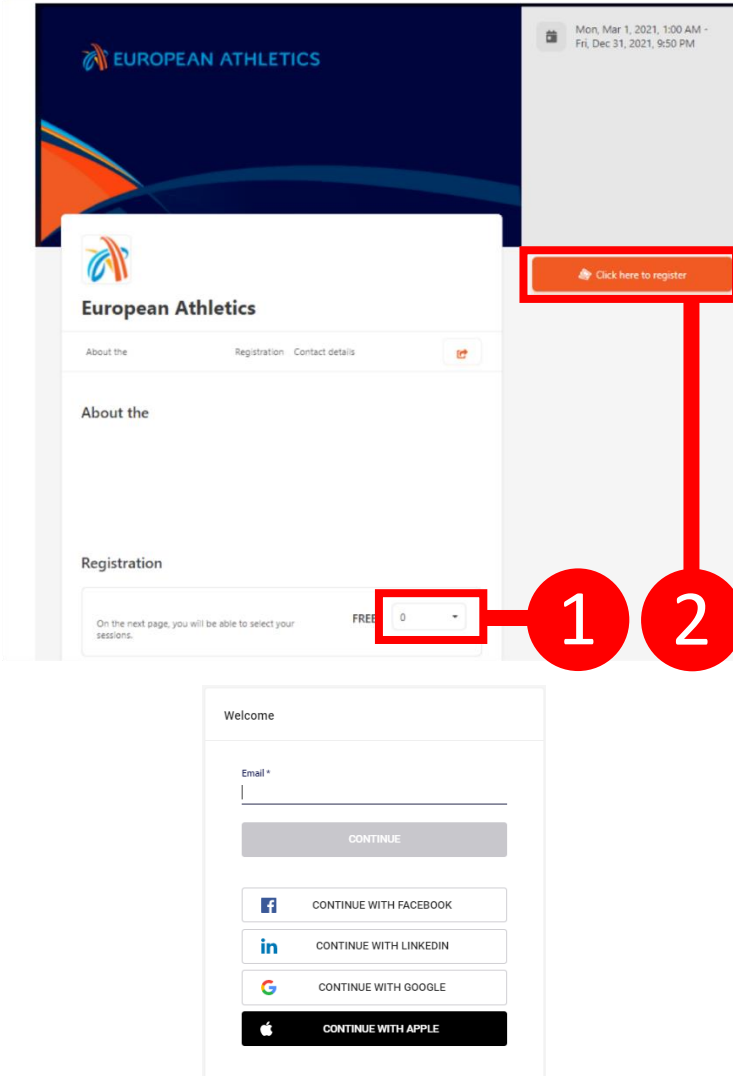


## European Athletics' Online Events Platform

### User Guide

Once you click on the link in the Circular Letter, you will be directed to the below registration page. Please select the number "1" (Point 1.) and then click on the orange box "Click here to register" as highlighted here below in red (Point 2.).

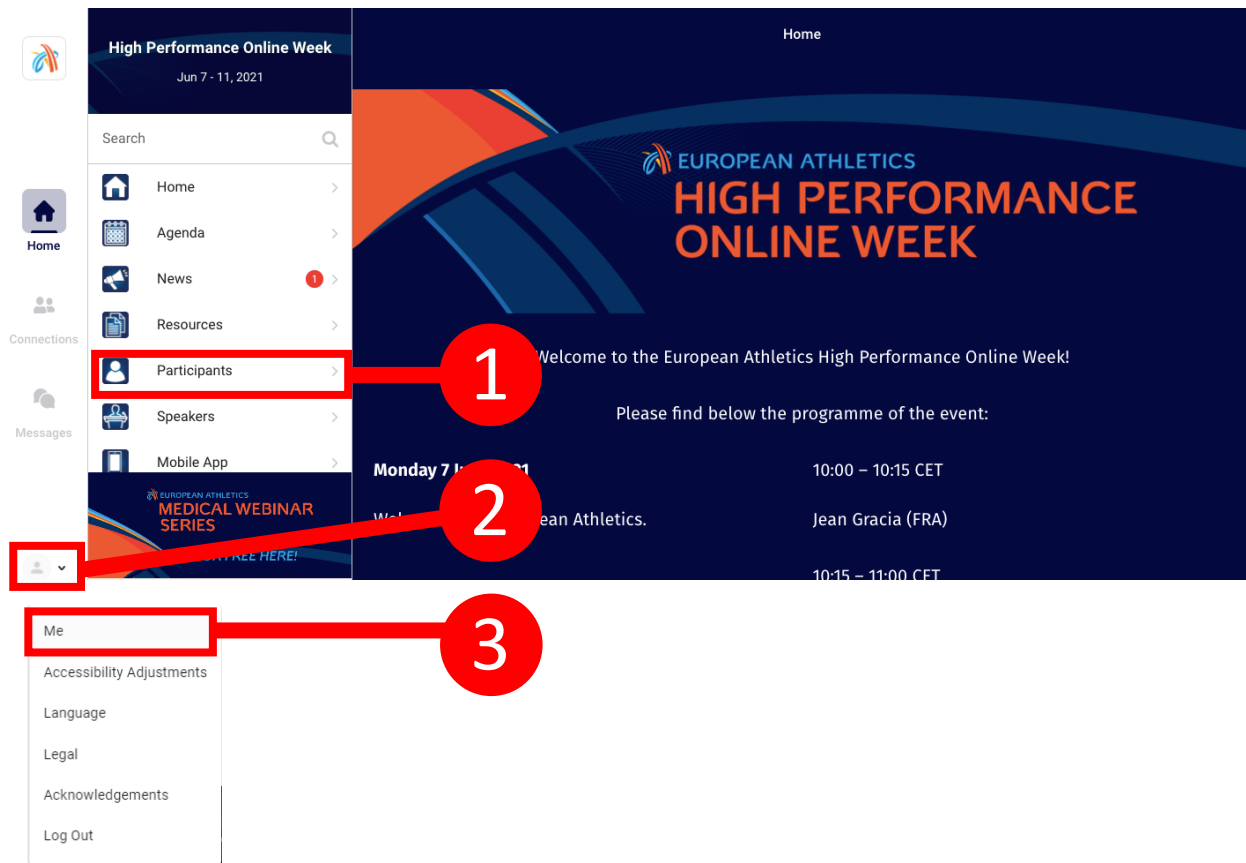
Register yourself only once through the registration page, then you can register to any sessions directly inside of the platform in the "Agenda" tab on the left and by clicking on the "+" sign on the correct session at the correct date. Once you click on "JOIN THE PLATFORM NOW" button at the end of the registration, you will have to log in with the same address email you registered yourself with.



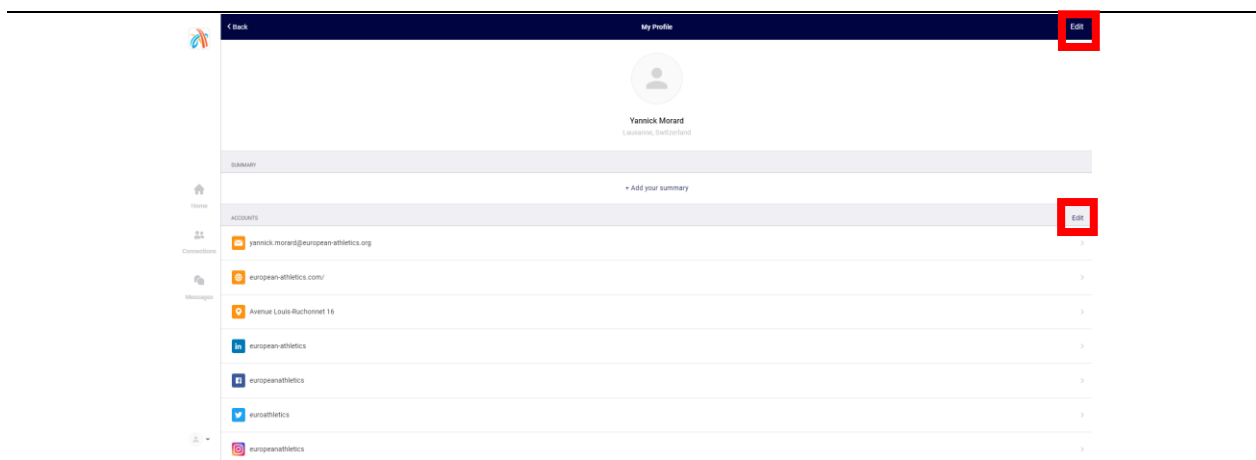
The image shows two screenshots from the European Athletics online events platform. The top screenshot is the registration page, which includes a header with the European Athletics logo and navigation tabs for 'About the', 'Registration', and 'Contact details'. A red box labeled '1' highlights the '0' in the 'FREE' dropdown menu. A red box labeled '2' highlights the 'Click here to register' button. The bottom screenshot is a 'Welcome' login screen with an 'Email \*' input field, a 'CONTINUE' button, and social login options for Facebook, LinkedIn, Google, and Apple.

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 you connect to by clicking “+ADD” next to their names, please click on your profile button highlighted below and then on “Me” (2. and 3.)



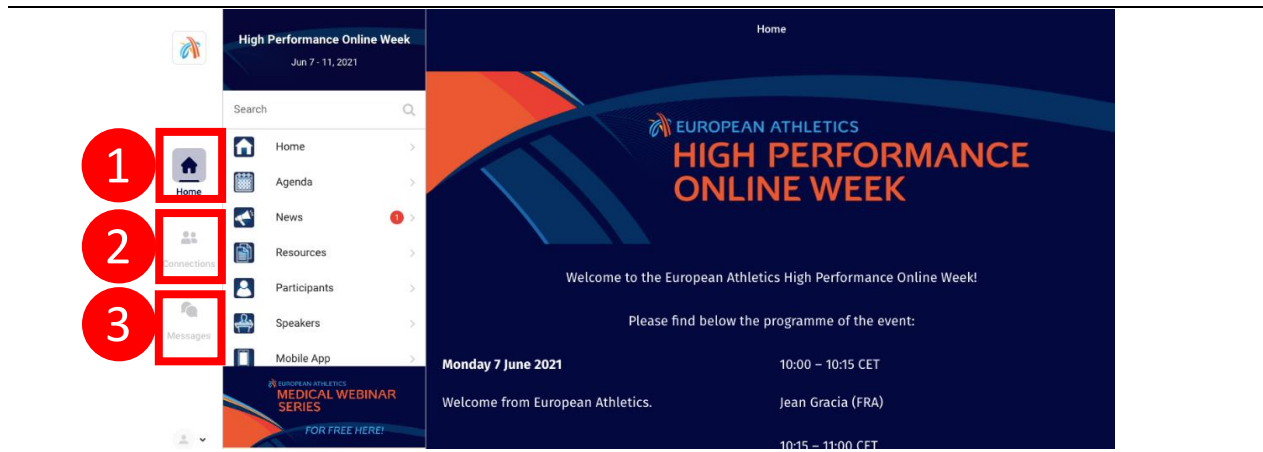
In the “Me” menu, you can add a profile picture and change any information you would like to display (social medias, website, position, personal information) by using the “Edit” buttons highlighted in red below. Please note that any information you choose to display in your profile will be accessible by other participants who you added as “Connections”.



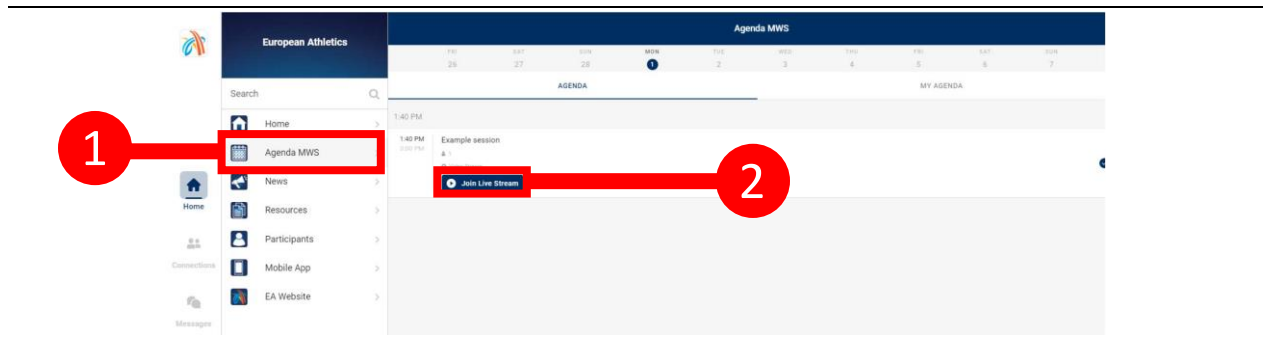
You can then modify or delete any information by clicking on the **“Waste bin”** icon or you can add personal information by clicking on the **“+”** icon.

Once you access the platform, here are 3 first menus on your left:

1. **“Home”**: Access content and the 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”** (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.



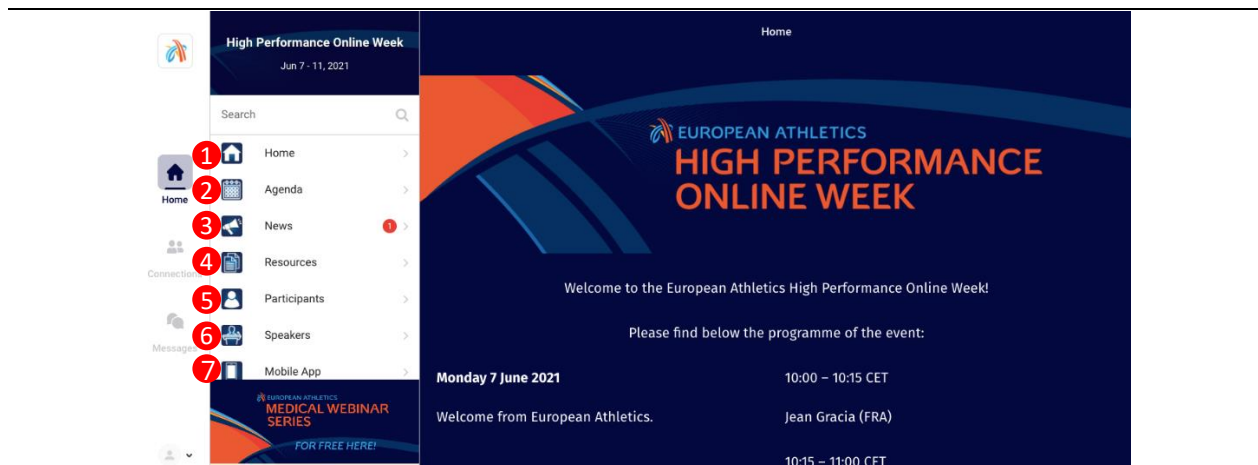
Once the webinar starts, you can freely use the **“Chat”** with other participants, ask your questions through the **“Q&A”** tab and participate to the **“Polling”** if any.

If you encounter any difficulty with the platform, please use [this 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.



And here is the description of the other tabs as shown below:

1. **"Home"**: Access to the programme of the event
2. **"Agenda"**: 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. **"Speakers"**: List of speakers of the event, you can find information about them and contact them
7. **"Mobile App"**: Shows you where to get the mobile app of the event



If you have any questions, please feel free to reach out to Yannick Morard  
([yannick.mroard@european-athletics.org](mailto:yannick.mroard@european-athletics.org).)