2021 VIRTUAL
ACEC-SC / SCSPE / SCDHEC

Winter Meeting

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Contact Information:

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

<mark>First-Time Login Instructions:</mark>

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

[2021 ACEC-SC/SCSPE Winter Meeting - Registration (eply.com)](#)

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) or scroll further down the home screen.

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- For Business Track information, go to the "Business Track" help section at the bottom of this document.

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

How to Download the Zoom Computer Plug-In:

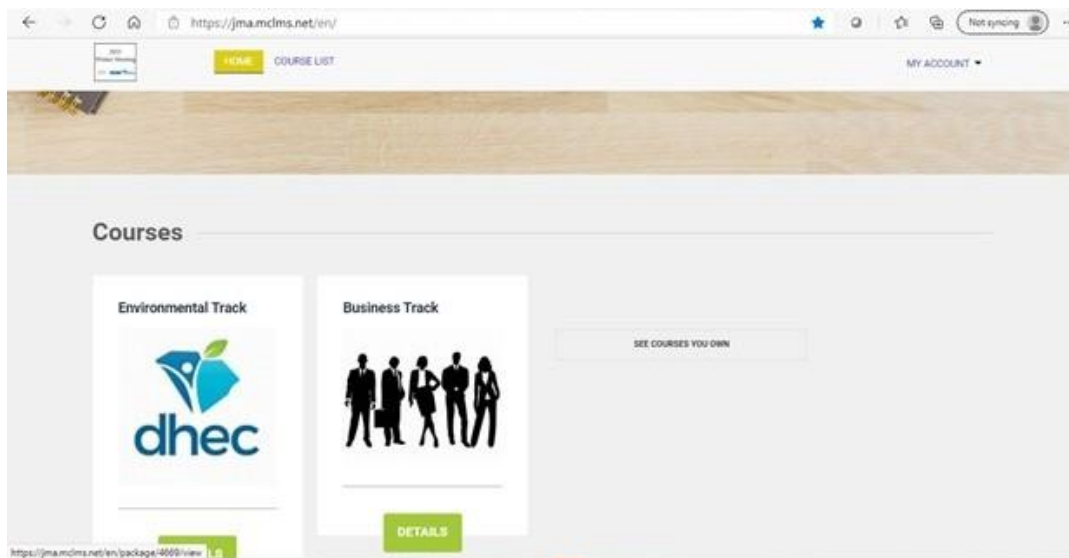1. Click this hyperlink: zoom.us/download.

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 or under COURSE LIST

at the top of the page.

2. Choose your desired track by clicking on the green "DETAILS" button:

    A. Environmental Track includes all General Sessions (Morning Welcome, Lunch Keynote and Giving Feedback) and all Environmental Courses.

    B. Business Track includes all General Sessions (Morning Welcome, Lunch Keynote and Giving Feedback) and all Business Courses.
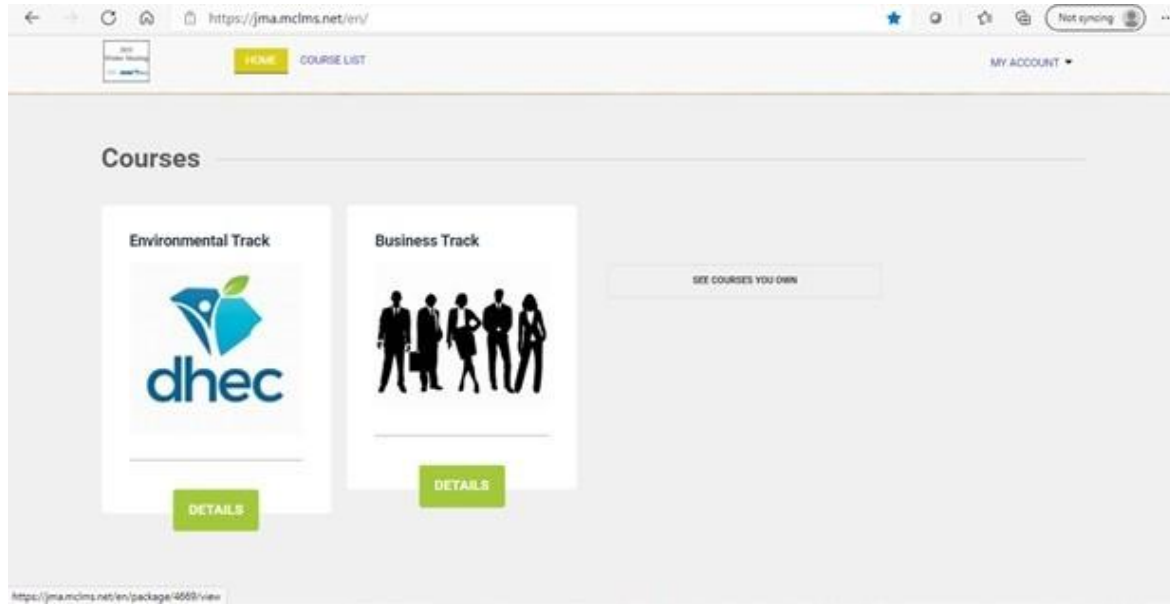
You <u>MAY</u> switch between track subjects throughout the day.

For example, if you would like to take the Environmental Track in the morning, but you want to take courses from the Business Tracks in the afternoon, you may do so at the classes designated times. However, you may not participate in two classes simultaneously if they are in separate tracks.

3. Once you have selected the session (Environmental or Business), to choose the track you want to take, click on the blue title.
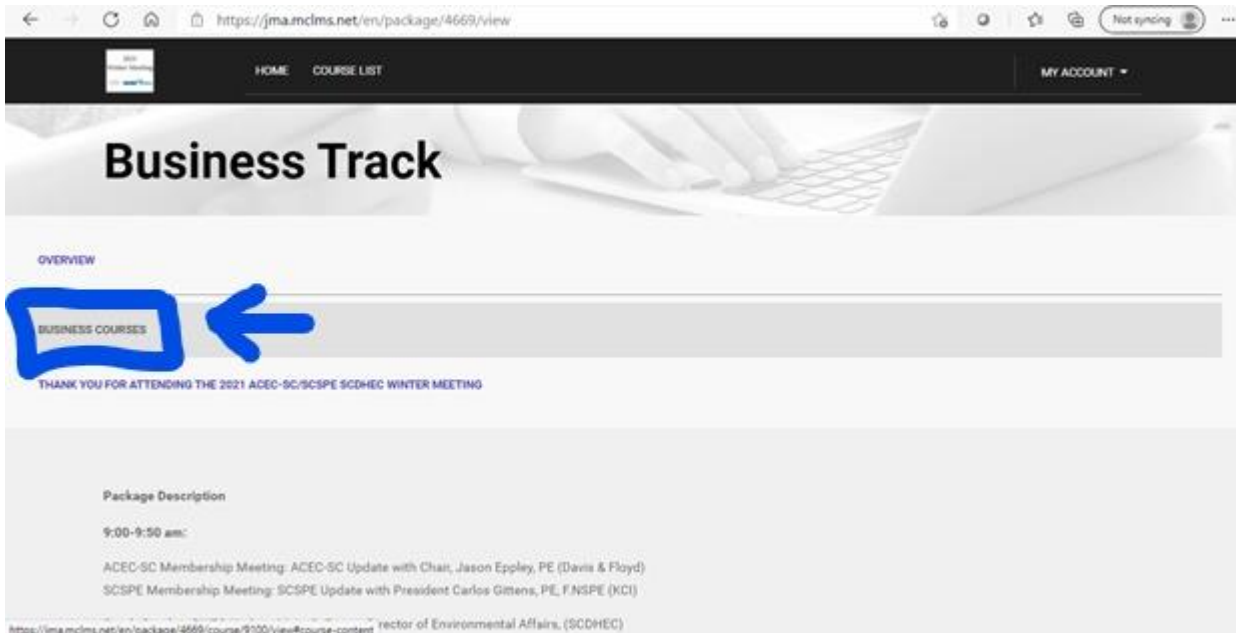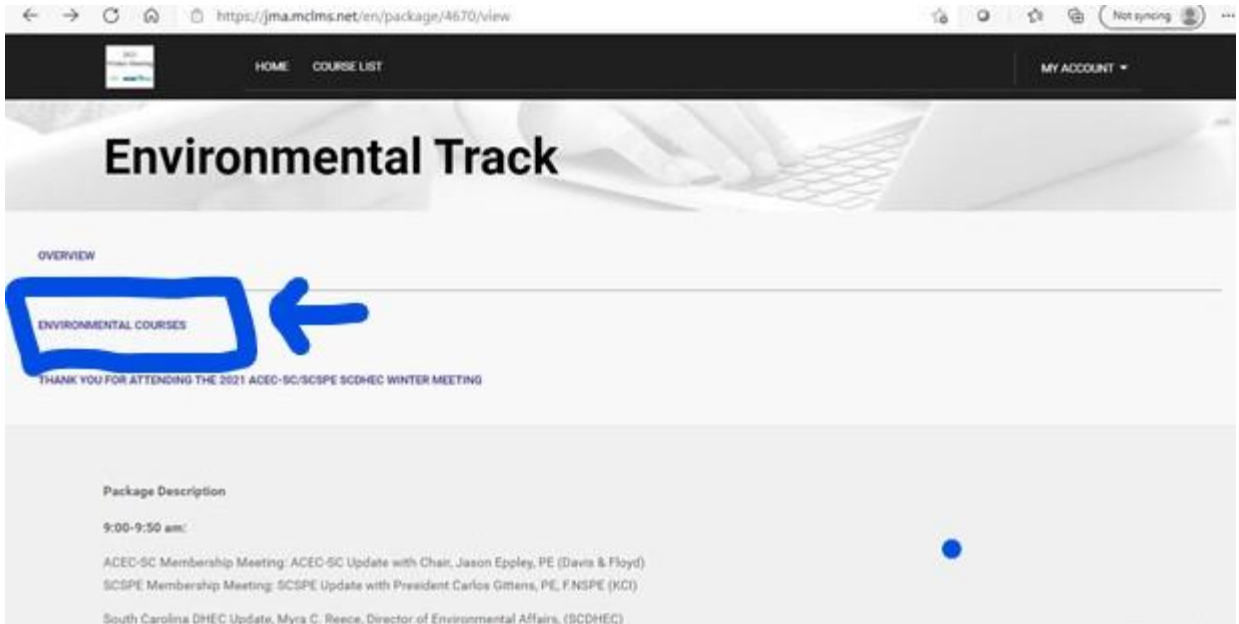
4. Once you have selected an option, an itinerary will appear on your screen. Each will vary according to the classes the track has, but it will look like the below image:

5. Select the appropriate course. Please view the example below. Click on the 2nd time and course (below the heading).

6. To join the webinar, click the hyperlink **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.
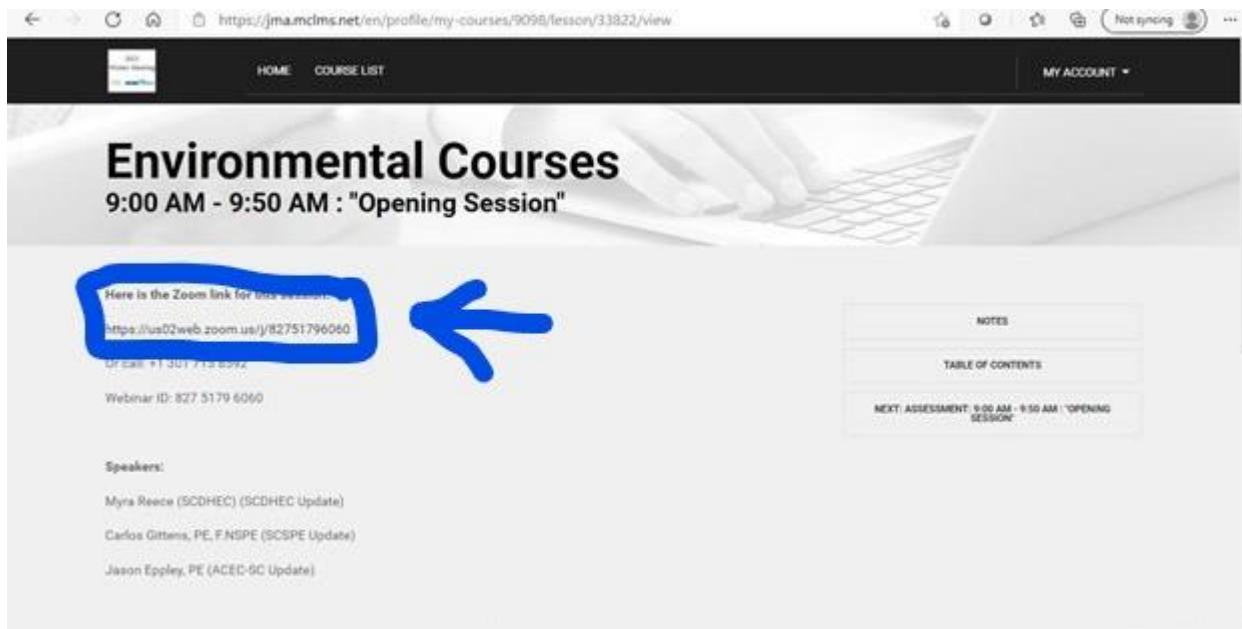
7. After the Zoom meeting, **make sure you hit the back arrow on your browser**. Do **NOT** exit out of the screen or you will have to log-in to the conference webpage again on a new browser tab.

**You MUST watch the entire video before you are allowed to take the assessment. Each completed assessment will earn you 1 PDH.

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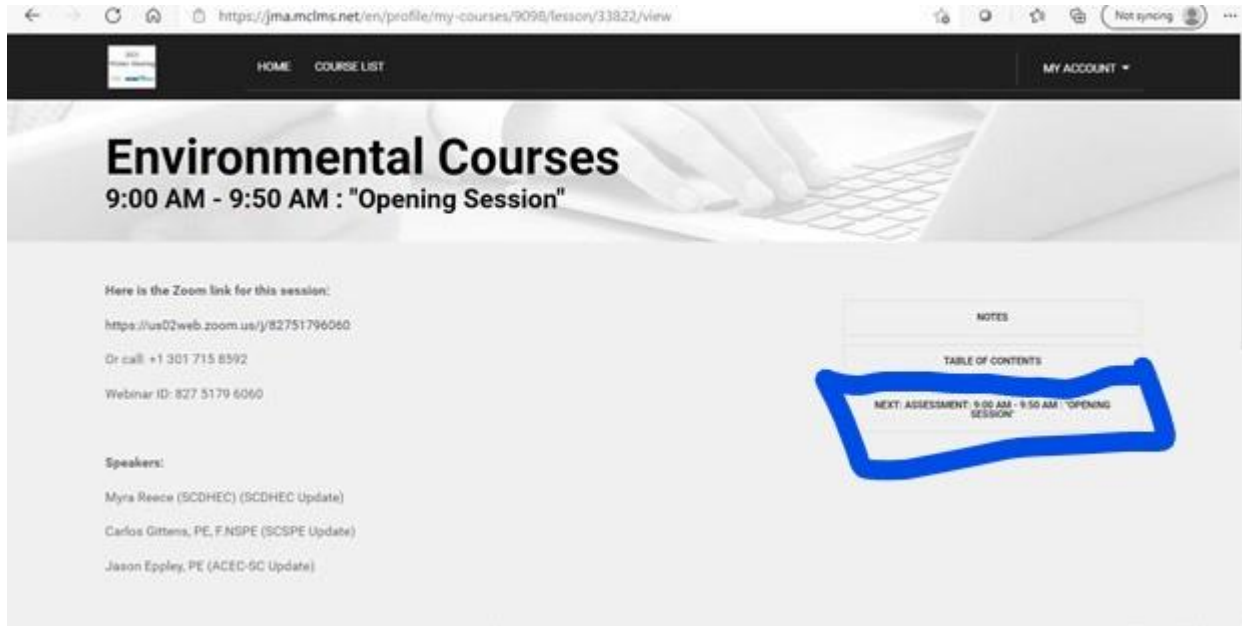
**You <u>MUST</u> watch the video <u>ALL THE WAY THROUGH</u> to be able to unlock the assessment.

**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, Feb. 24, 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.

2. Who will send the PDHs to me?

   - ACEC-SC/SCSPE will e-mail your PDH to you.

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 give us a call at (803) 771-4271 and ask for Sarah.

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?

   - Absolutely! Call (803) 771-4271 and ask for Sarah.

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

   - Yes, you may. The live videos will be recorded and posted to the ACEC-SC/SCSPE platform (https://jma.mclms.net/en/). You will also have access to the platform by going to acecsc.org and scspe.org. You will have until Tuesday, March 9 to watch the videos and earn PDH.

7. Are there questions after the Keynote presentation?

   - Yes. After each session, including the Keynote presentations, there will be an assessment you have to take to earn your PDH. See Question 4.

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 (https://jma.mclms.net/en/). You will also have access to the platform by going to acecsc.org and scspe.org. When the page loads, you should already be logged in to the platform under your account.

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 ACEC-SC/SCSPE 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.

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