



## WHOVA COMPUTER USER GUIDE

### Registration and Logon

1. In January, those who registered for the 2023 Human Trafficking Summit will receive an email with a link to a website called Whova.
2. Click the link.
  - a. If you are a NEW USER, go to “Sign Up Here.” Input the email address you used to register for the 2023 Summit and create a password.

Sign in using your Whova account

Email  
Enter email

Password  
Enter password

[Forgot your password?](#)

[Sign in](#)

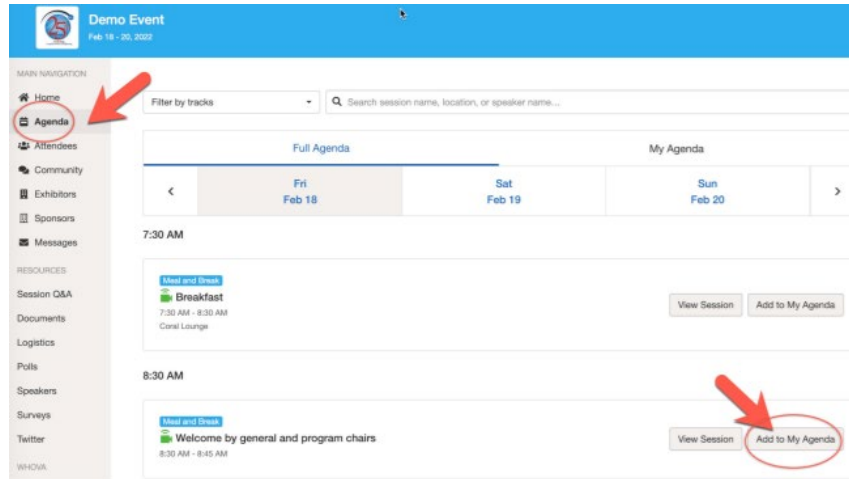
Don't have an account? [Sign up here](#)

Whova Virtual Conference Platform

- b. If you previously had an account using the same email address you registered for the summit with, enter your email address and password in the “sign in” boxes shown above. If you can’t recall your password, reset it using the “Forgot your password?” link directly under the “Enter password” box.
3. When you access the platform, if you aren’t directly added to the summit, you may be asked to “Find My Event.” Search for the “Human Trafficking Summit” and enter the invitation code found in the follow-up email you receive closer to the summit. Whova will take you to the summit’s homepage, which will become available in January.

### Workshop and Event Access

1. After you log in, Whova will take you to the homepage of the 2023 Human Trafficking Summit.
2. Note the tabs on the left side of the web page. They include:
  - a. Home, which will always take you back to the main webpage, your home base.
  - b. Agenda, from which you can select the workshops you would like to watch. A green camera icon indicates sessions with live streaming. If you’d like to personalize your agenda, go to the workshop you’d like to add and click “Add to My Agenda.”



- c. Attendees and Community, from which you may connect with other conference-goers.
  - d. Documents, from which you can access “Resources,” including CEU paperwork.
3. If a workshop is live, it will begin playing automatically at its start time or, if you’re joining after it has started, upon your joining.
  4. If the streaming screen directly shows up, click “Proceed” to start watching the stream. Otherwise click “View livestream” to open a separate streaming page to watch.

## Workshop Q&A

Speakers will be present during their workshops to respond to questions even if the session is prerecorded.

When viewing a workshop, you can ask the speaker a question through the “Session Q&A” tab on the top right. (“Session Q&A” also can be found on the left-side menu of the conference main page.)