

Your guide to Boundless live online events

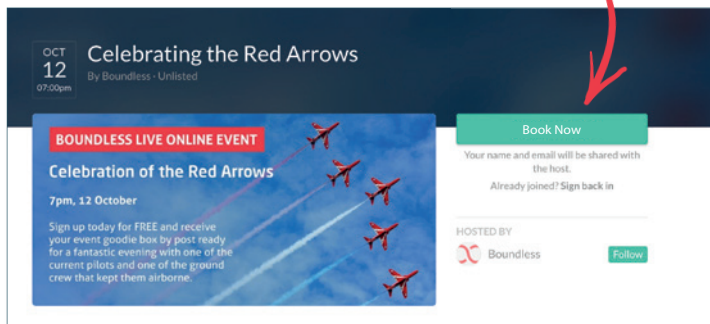
Thank you for booking onto this live online event with Boundless. Here is a quick guide to show you how everything works so you can get the most out of the event.

boundless

by CSMA

Registering for an event

To register for an event, click on the green 'Book Now' button in the box next to the picture of the event.



If you cannot see this button it may be because you are using an older or incompatible browser. We suggest using Google Chrome and making sure it has been updated and you are using the latest version.

If you have tried this and still cannot see the green button to register please email us at memberevents@boundless.co.uk or call on **0800 669944** and we will add you to our list. You will know when you have successfully logged into the event as you will see the chat function on the left hand side of your screen.

Joining the event

You will receive an email 10 minutes before the event start time with a link to join – make sure to check this hasn't gone into your junk or spam folder. Alternatively, you can visit boundless.co.uk/yourevents and select the event you have signed up to. We recommend logging in a few minutes early to make sure you're set up and ready to watch.

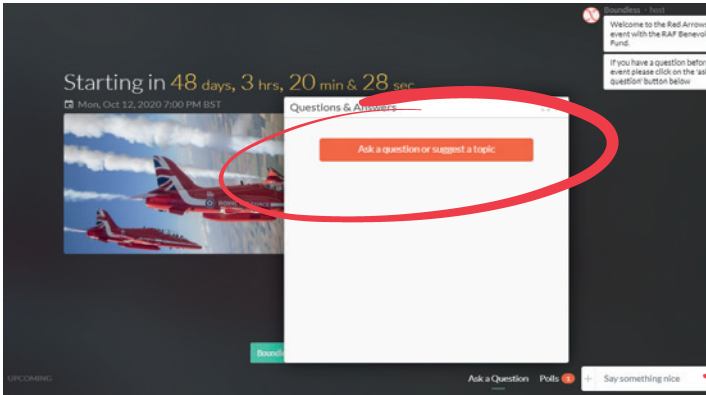
Stay connected!

As with anything online, there can be technical difficulties. If you have any issues during the session, please try refreshing your screen by pressing F5. You can also try lowering your quality settings by clicking the cog to the right of the image.

We have a high-speed connection in place to try and reduce buffering, however we also suggest that you take a few steps to make sure your connection is as good as it can be. Please make sure all non-essential software on your computer is closed, avoid downloading large files during this event and keep the use of any other internet enabled devices in the household to a minimum, including on demand TV.

Chat to everyone

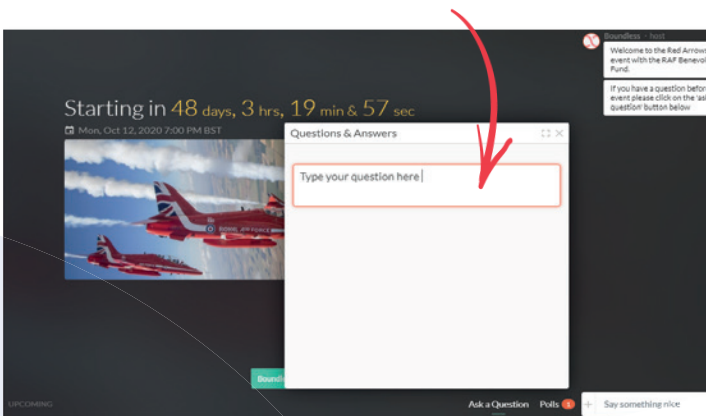
If you'd like to send a message to everyone attending the event, or to the speaker, just type your message and press enter in the white box in the bottom right-hand corner of the event screen.



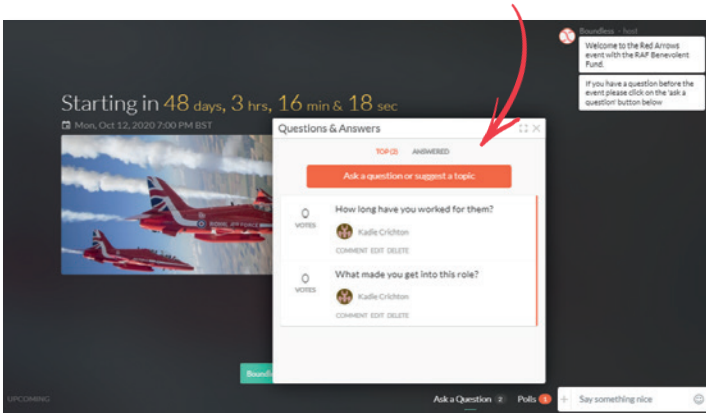
Ask a question

If you have a question you would like to ask the speaker, you can simply click the 'Ask a Question' button at the bottom of the event screen which will prompt a box to pop up. You will then see a red button saying 'Ask a question or suggest a topic'.

Click this, then you can then start to type your question. Once you have typed your question, press the enter key to submit.

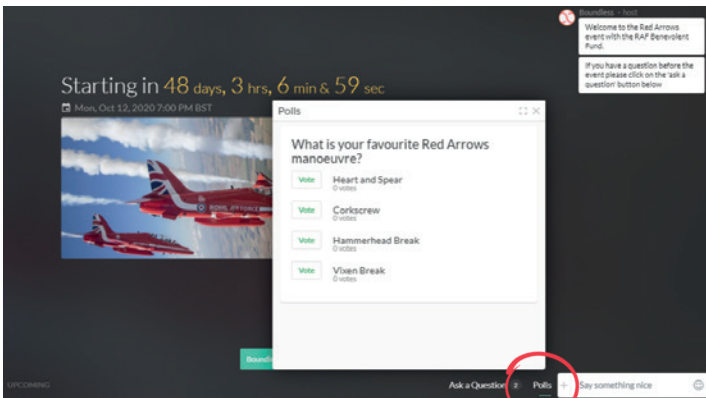


You'll be able to see other members' questions here. If you see a question that another member has asked and you're keen to know the answer, you can move the question up the list by clicking the arrows.



Cast your vote

Some of our events may have a live poll for you to vote on. This could be a vote for the next event you'd like to see or a discussion topic you would like covered. This may be live at the start of the event or throughout the talk, so make sure you keep an eye out periodically.



To vote, click on the Polls button at the bottom right-hand corner of the event screen which will prompt a box to pop up. Here you will see the poll and you can make your choice.

For more information on future online events please visit

boundless.co.uk/yourevents

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