Introduction to Whova

Accessing WHOVA

You can participate on your phone, tablet, or computer. Please click on the buttons below to download to your phone/tablet or open the web-app on your computer.

 DOWNLOAD PHONE/TABLET APP   GO TO COMPUTER WEB APP

After downloading, use the email address you registered with when signing up in the app and choose a strong password. Once you're signed up, you will be taken directly to the event page. Make sure to update your profile for the best networking connections.

View the AGENDA and plan your schedule

1. Find the **agenda** tab
   a. On mobile app – at the bottom of the screen
   b. On web app – on the left side of the screen
2. You should see a list of sessions for that day.
3. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
4. Browse or search for sessions on the top bar.
5. Once you find the session you want to access, tap on it.
6. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
7. If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda and set a reminder.

NETWORKING options

See who is attending the event

- **On mobile app:**
  1. Click the "Attendees" tab on the bottom of the screen to browse the attendee list.
  2. At the top of the page, you can search attendees by keywords such as company name or title. In their professional profiles, you can take notes or request contact information.

3. To find people with common backgrounds and interests, click the Recommended tab on the top of the Attendees list to find Whova's recommendations about people you may be interested in networking with. Click into each item to see attendees who come from the same city or have the same affiliations, educational background, or interests as you.

4. Say Hi with one click or start a private chat by clicking the Message button. You can convert it to a private group chat by inviting more people.

5. Use the Let's Meet button to schedule a meeting with any attendee.

- **On web app:**
    1. Click the "Attendees" tab on the left side of the screen under Main Navigation.
    2. At the top of the page, you can search attendees by keywords such as company name or title.
    3. To start a conversation, click Send Message to begin a chat or a 1-to-1 video call.

Join discussion on the community board
- **On mobile app:**
    1. Click the Community tab (on the bottom of the screen and on the left hand side on desktop)
    2. Create a new conversation topic, or tap the topic to join existing topics like "Meet-ups."
    3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you're following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.

- **On web app:**
    1. Click the Community tab on the side menu to the left of the screen
    2. Create a new conversation topic, or use existing topics like "Meet-ups."
    3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you're following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.

Share articles
- Community Board: You will find Article Sharing as a topic in the Community Board. Click on Share an article to add a link to any article you would like to share.
- In Sessions: Any documents to handouts that go along with a session will be linked at the bottom of the session page. Click on any documents you would like to download.

Organize a Meet-Up
- A separate thread called 'Meet-ups & Virtual Meets' can be found in the Community tab.
- In this thread, you may click the blue button at the top that says 'Suggest a Meet'. You will then receive prompts to enter details about your meet-up including the time and virtual connection link, and then your Meet-up will be scheduled.
- Attendees can RSVP and join the Meet-up directly in the Community Board.

WATCH the sessions

Access live streams and session videos

- **On mobile app:** You can watch videos and livestreams directly through the agenda item. Once you've accessed the agenda item, click on one of the options beneath Virtual Access: either Live Stream or Recorded video.

- **On web app*:**

    1. From the agenda list, click the session you want to watch the stream or video. There is a green camera icon for the sessions with streaming or video.

    2. If the streaming screen directly shows up, click "Proceed" to start watching the stream. Otherwise click "View livestream" button to open a separate streaming page to watch.

> **ⓘ** We suggest you use the Chrome browser to join the session streaming. Some streaming software may have compatibility issues with other browsers