

# 2020 Gathering of Education Leaders

## QiQo Chat Account Instructions

Because the Gathering of Education Leaders is an interactive program, you will need to have a Zoom Account and a QiQo Chat Account to fully participate in this program. The two platforms are integrated for a seamless experience. Here is how to set up your account to prepare for the Gathering of Education Leaders.

### BEFORE THE MEETING – CREATE A QIQO CHAT ACCOUNT

Visit: <https://qiqochat.com/e/GxnLVBSBlmyXKyaqvZntFrKbq/ldLTvOtsNwgqCAmDlfwCPKGIn>

Click: Sign In To RSVP or Participate

- If you do not have a QiQoChat Account – click “Create a new Account”
- After you have created an account you will be taken to the event page.
- We recommend you edit your profile - in the upper right corner click your username and “Edit Profile”
- Please add a profile picture so that we can easily tell who is in each breakout room

### AT 3:55PM TODAY, LOG-INTO THE GATHERING FOR EDUCATION LEADERS

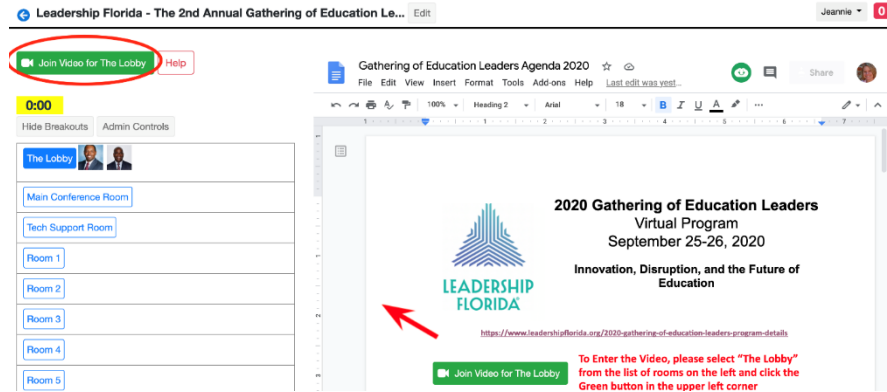
- Visit: <https://qiqochat.com/e/GxnLVBSBlmyXKyaqvZntFrKbq/ldLTvOtsNwgqCAmDlfwCPKGIn> (same link as above)
- You will see a **GREEN BUTTON** that reads **Participate Now**. Click this! You will be directed to the program.
- Upon entering the program, you need to place yourself in the Lobby, where the program will begin by clicking the **GREEN BUTTON** that reads **Join Video for The Lobby**.

The screenshot shows the event page for "Leadership Florida - The 2nd Annual Gathering of Education Leaders". On the left, there is a blue sidebar with event details: "FRI 25 Sep 2020", "Eastern: 4:00pm - 9:00pm", and "UTC: 8:00pm - 1:00am (5 hours)". The main content area has the event title, social media icons, and a "Participate Now >>" button circled in red. Below the title, it says "Created by Jeannie in Leadership Florida." and "Add to My Calendar" and "Convert Time Zone" buttons. On the right, there is a "Confirmed" status, "4 Present" with a dropdown arrow, and "33 RSVPs" with a dropdown arrow. Below these are grids of profile pictures. At the top right, there is a user profile for "Jeannie" with a red notification icon. At the bottom right, there is a "Tech Support: +1 (443) 400-7476" link.

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- This will bring up the Zoom box to ask you to **OPEN ZOOM**. Click that and your Zoom meeting will open. Be sure to enable both your video and audio.



## FOR ANY PROBLEMS OR TECHNICAL CONCERNS:

Please call or text Gjergj Ndoja in the Leadership Office.

His cell phone is: 850-339-0779

