PILIPINOS FOR COMMUNITY HEALTH AND WEST ANGELES CDC

COMMUNITY HEALTH FAIR BIGMARKER ATTENDEE GUIDE

Bridging Communities through Health Advocacy

JAN. 16-17, 2021

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WELCOME!

On behalf of Pilipinos for Community Health, West Angeles Community Development Corporation, and our collaborators, we thank you for showing interest in attending our CommUNITY Health Fair!

Our vision is to ensure that marginalized communities in Los Angeles, especially communities disproportionately affected by the COVID-19 pandemic, receive adequate health education and relevant resources regarding basic preventive medicine and screening in order to improve overall public health and awareness. To achieve this, we are organizing a virtual health fair to be held through BigMarker on January 16-17, 2021, with the theme being "Bridging Communities through Health Advocacy."

In the next few pages, we have outlined some features of BigMarker that are essential to utilize its functions. Please feel free to contact us via our website or email (*health.fairs.pch@gmail.com*) if you have any questions or concerns regarding BigMarker or our event.

Thank you again, and see you at the CommUNITY Health Fair!

HOW TO REGISTER

1. Visit our registration page on BigMarker using the following link:
   a. https://www.bigmarker.com/series/ucla-pilipinos-for-community/series_summit
2. Click the register button, then complete our intake form.
   a. Please note that if you are uncomfortable answering any or all of these questions, you will have the option to opt out *(except the **First Name** and **Your Email** questions).*

HOW TO REGISTER

- After registering, a screen similar to the following will appear with a link for you to enter the event:

- You should also receive an email from BigMarker sent to the email you provided in the registration with the webinar link.

ENTERING/EXITING THE WEBINAR

(Entering the webinar)
- To enter the webinar, click the webinar link provided in your registration confirmation email.
- Once you enter the webinar, you can choose between **Telephone Audio** or **Computer Audio** to use.
  - *Please note that **Computer Audio** is recommended.*
  - However, if you want to Dial-in through your phone please click "Join by Phone"
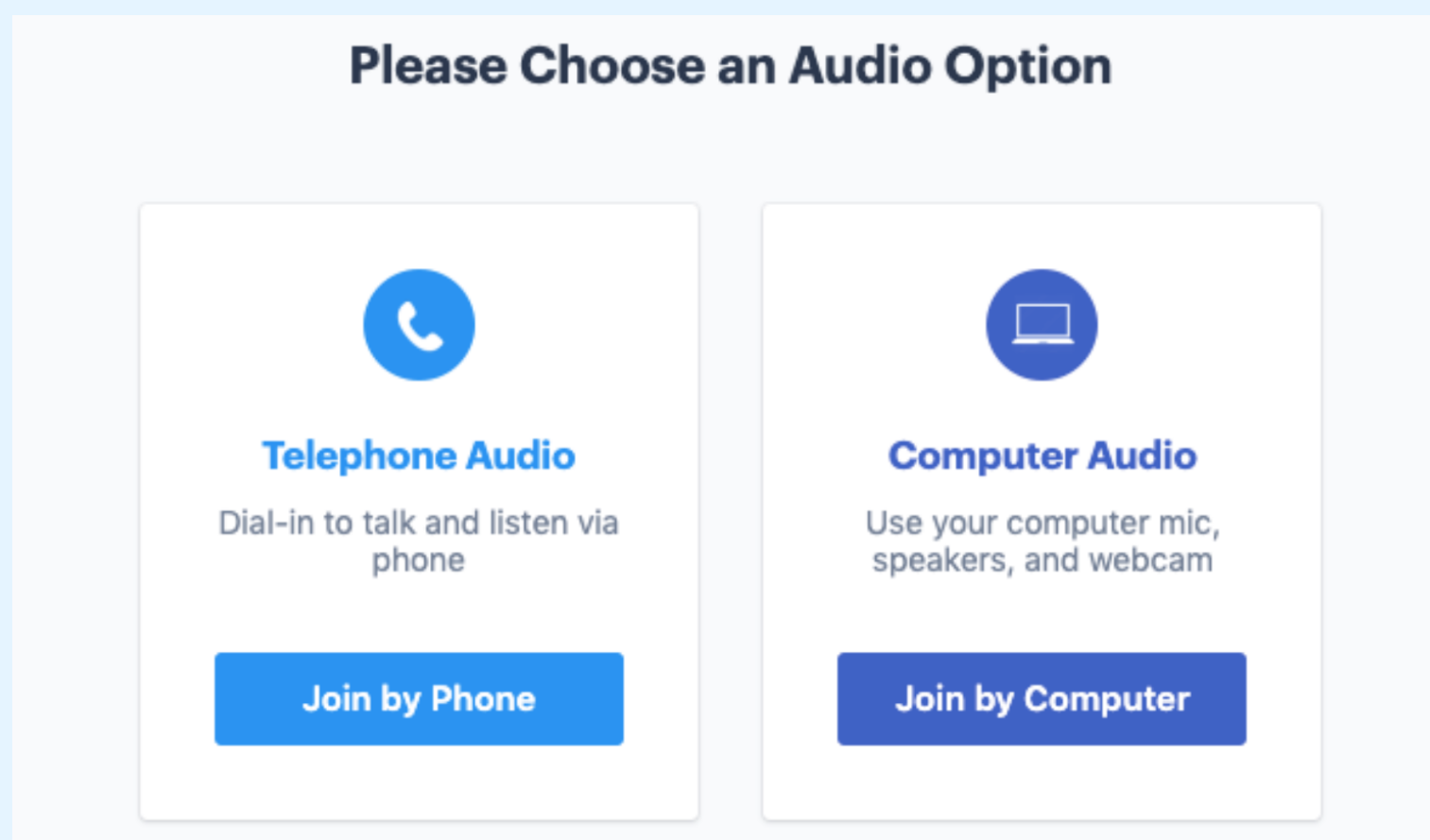
(Exiting the webinar)
- To exit the webinar, click the **More** button on the upper right corner, then **Exit Webinar** to exit your webinar.
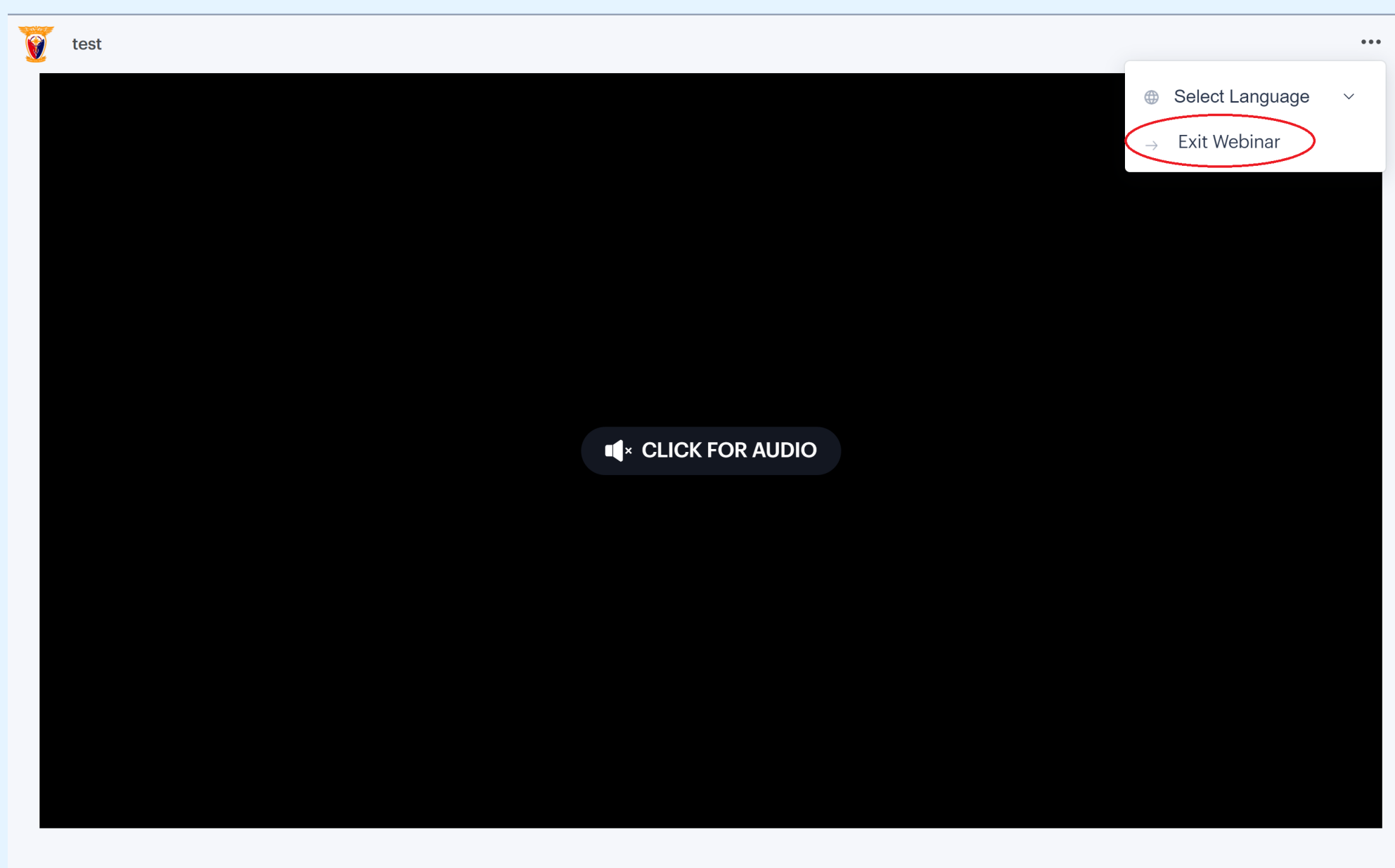
SYSTEM CHECK

- If you would like to troubleshoot your BigMarker settings, use this link to access the **BigMarker System Check**:
  - https://www.bigmarker.com/system_check
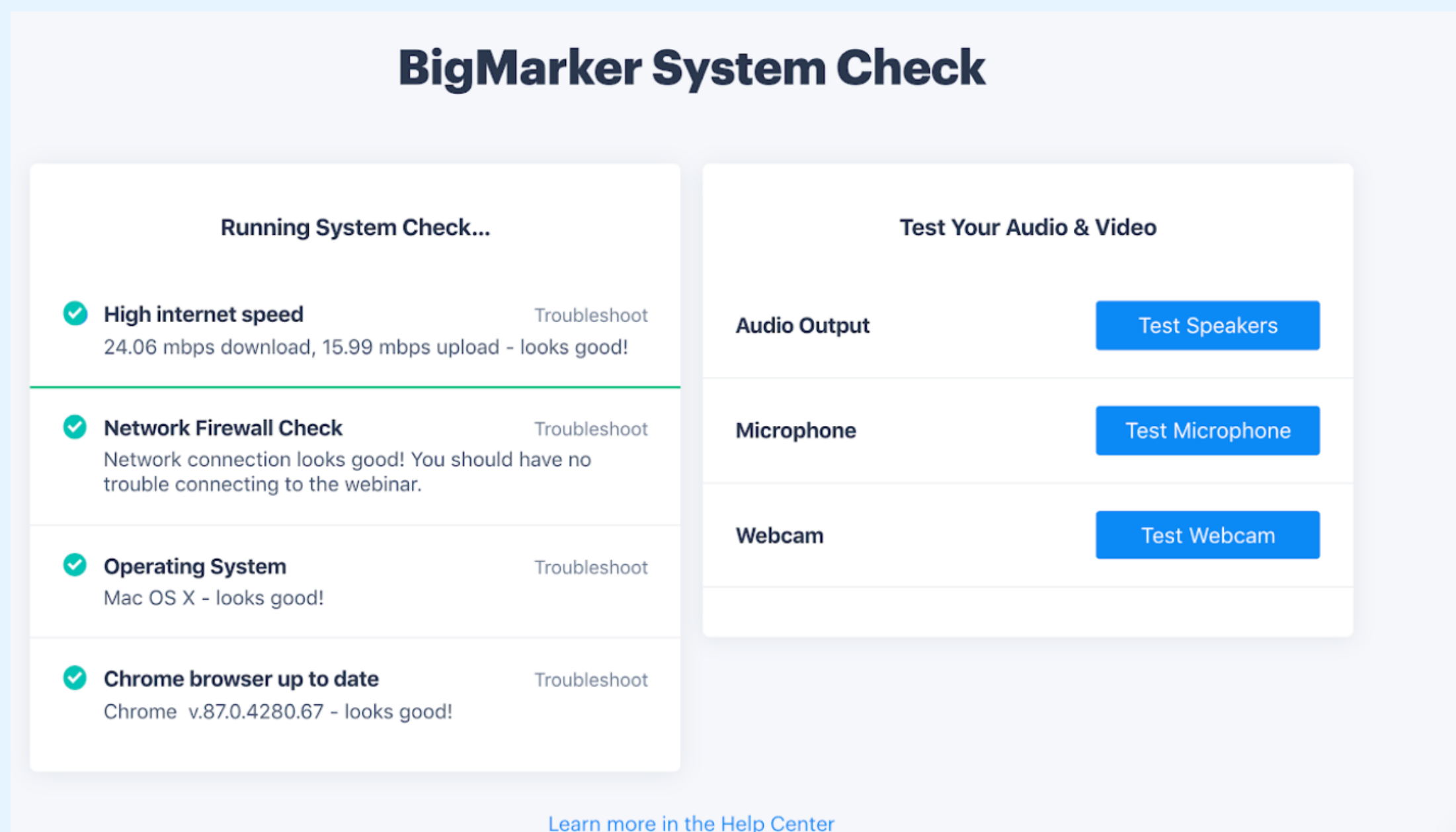
- BigMarker will automatically check your internet speed and operating system.
- The options on the right will allow you to test your audio output, microphone, and webcam.

CHAT AND Q&A FEATURES

(Typing in the chat)

1. In the upper right corner, click on the tab labeled **Chat**
2. Type out your message in the chat box then click **Send**
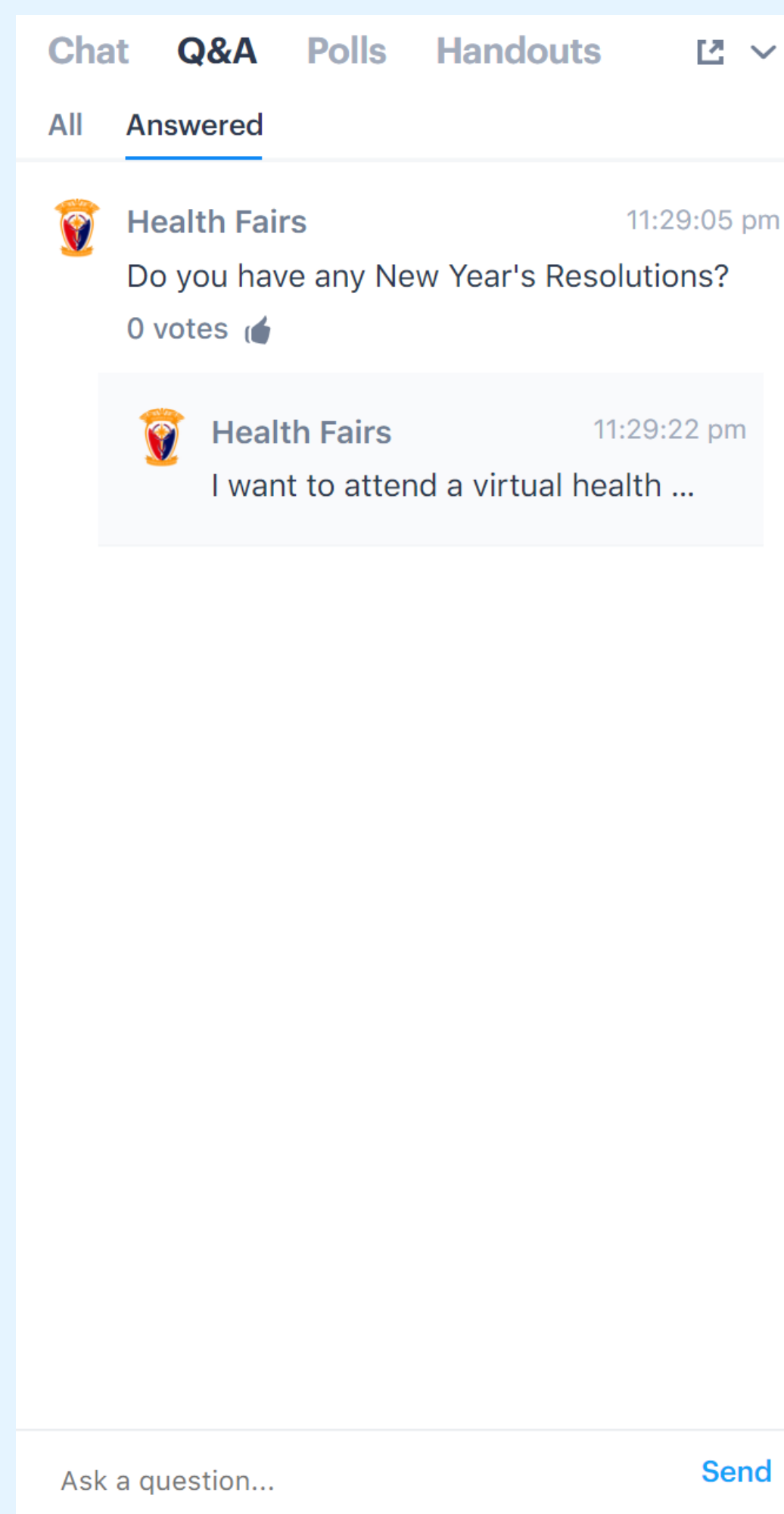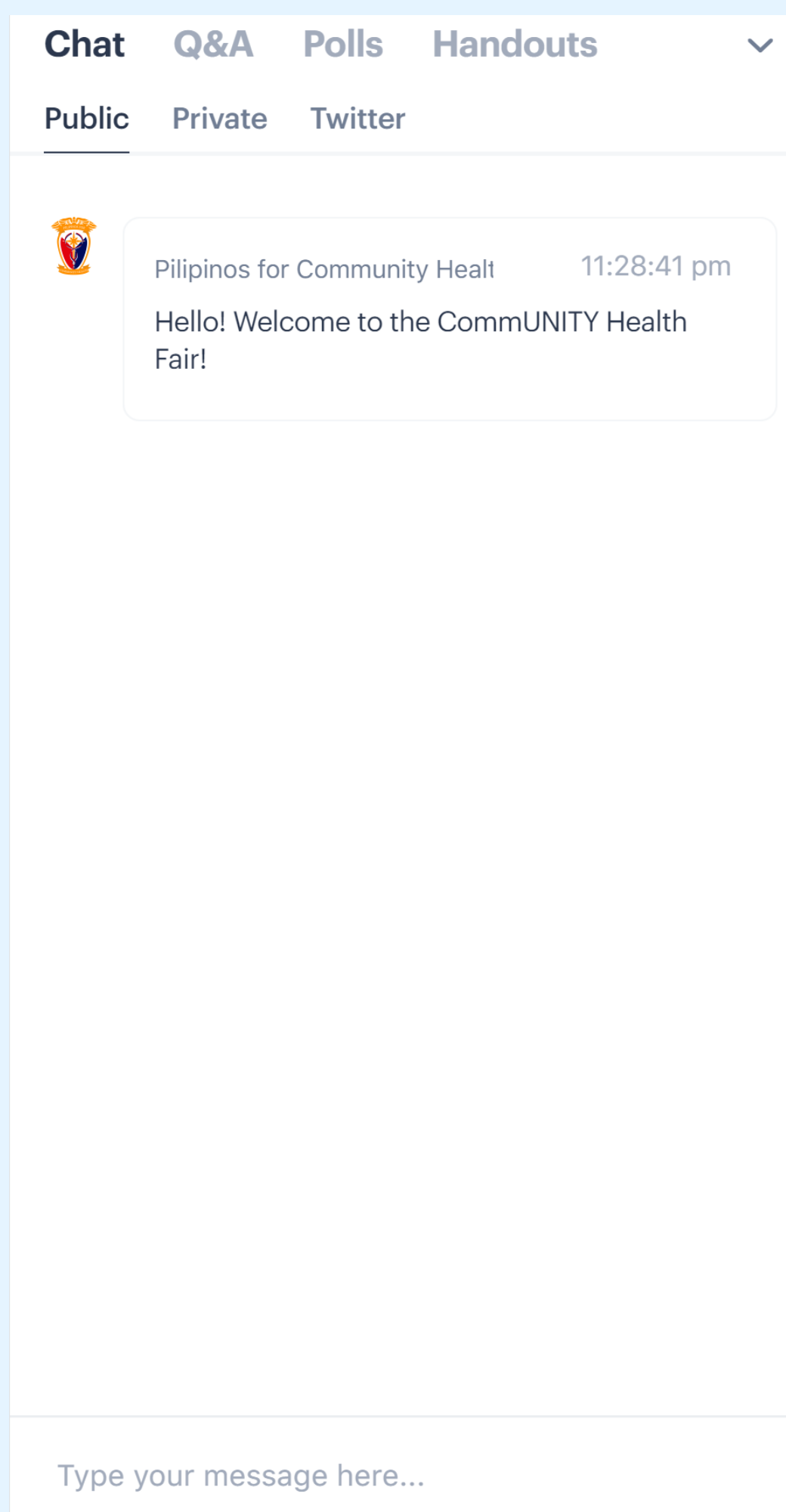   a. **Public messages** will be seen by all attendees and presenters.
   b. **Private messages** are sent to specific individuals.

(Ask a Question in the Q&A)

1. In the darker box to the right at the upper right corner, click the tab labeled **Q&A**.
2. Type out a question in the chatbox at the bottom right that says "Ask a question…" then click **Send**.

| Chat | Q&A | Polls | Handouts | ⌄ |

Public   Private   Twitter

Pilipinos for Community Healt   11:28:41 pm

Hello! Welcome to the CommUNITY Health Fair!

Type your message here...

| Chat | **Q&A** | Polls | Handouts | ⎁ ⌄ |

All   **Answered**

Health Fairs   11:29:05 pm

Do you have any New Year's Resolutions?

0 votes 👍

Health Fairs   11:29:22 pm

I want to attend a virtual health …

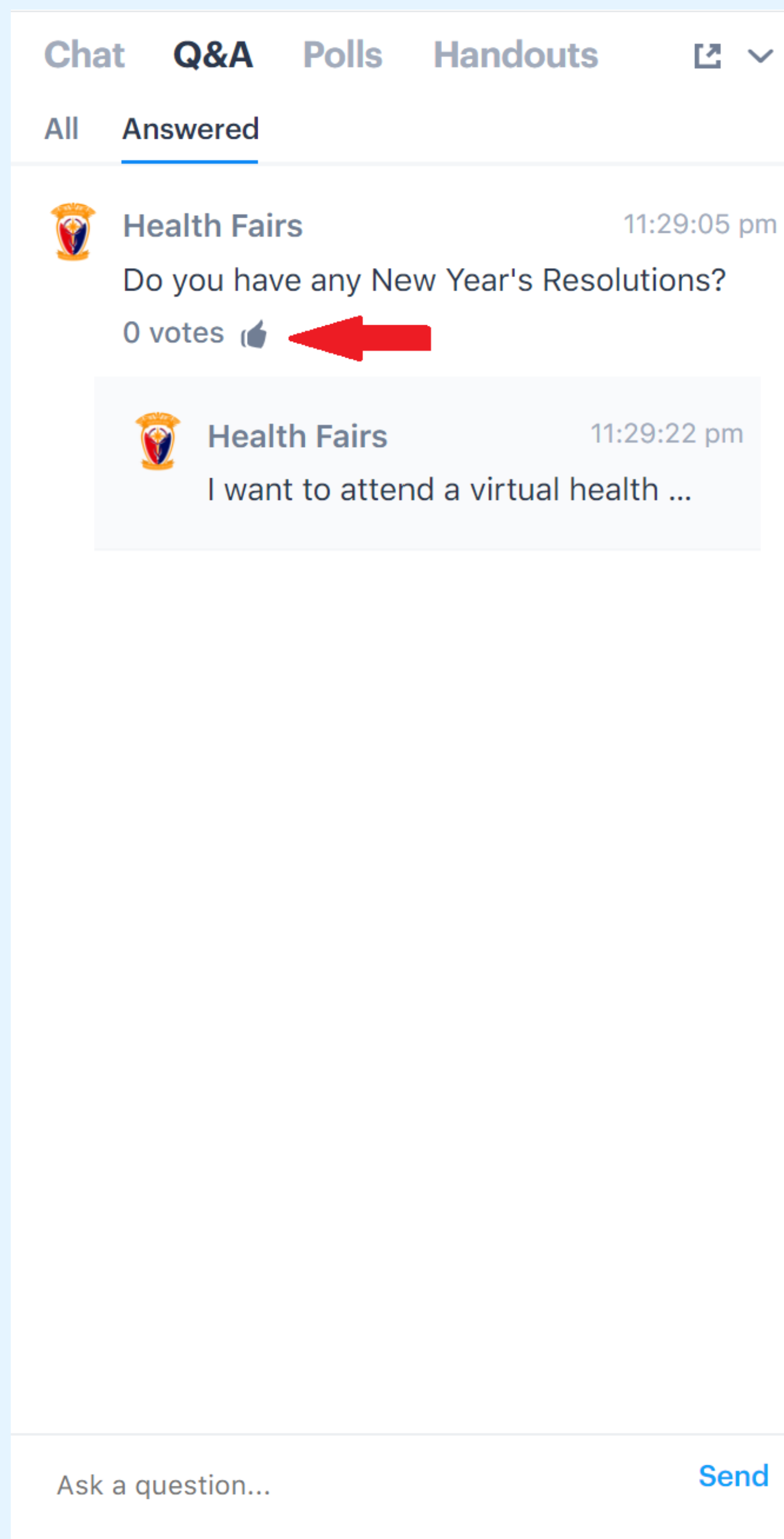Ask a question...   **Send**

Q&A FEATURE

(Upvote Q&A)

- If you like a question and answer, you may **Upvote** it so that other attendees will see it more easily.

1. In the darker box to the right at the upper right corner, click the tab labeled Q&A.
2. Click the thumbs-up icon to upvote the Question.

HOW TO ACCESS HANDOUTS

1. In the upper right corner, click on the tab labeled **Handouts**.
2. On the second row, click the tab labeled **Handouts**.
   a. The **Eye icon** will show you a preview of the uploaded handout.
   b. The **Down arrow** will download the uploaded handout to your device.
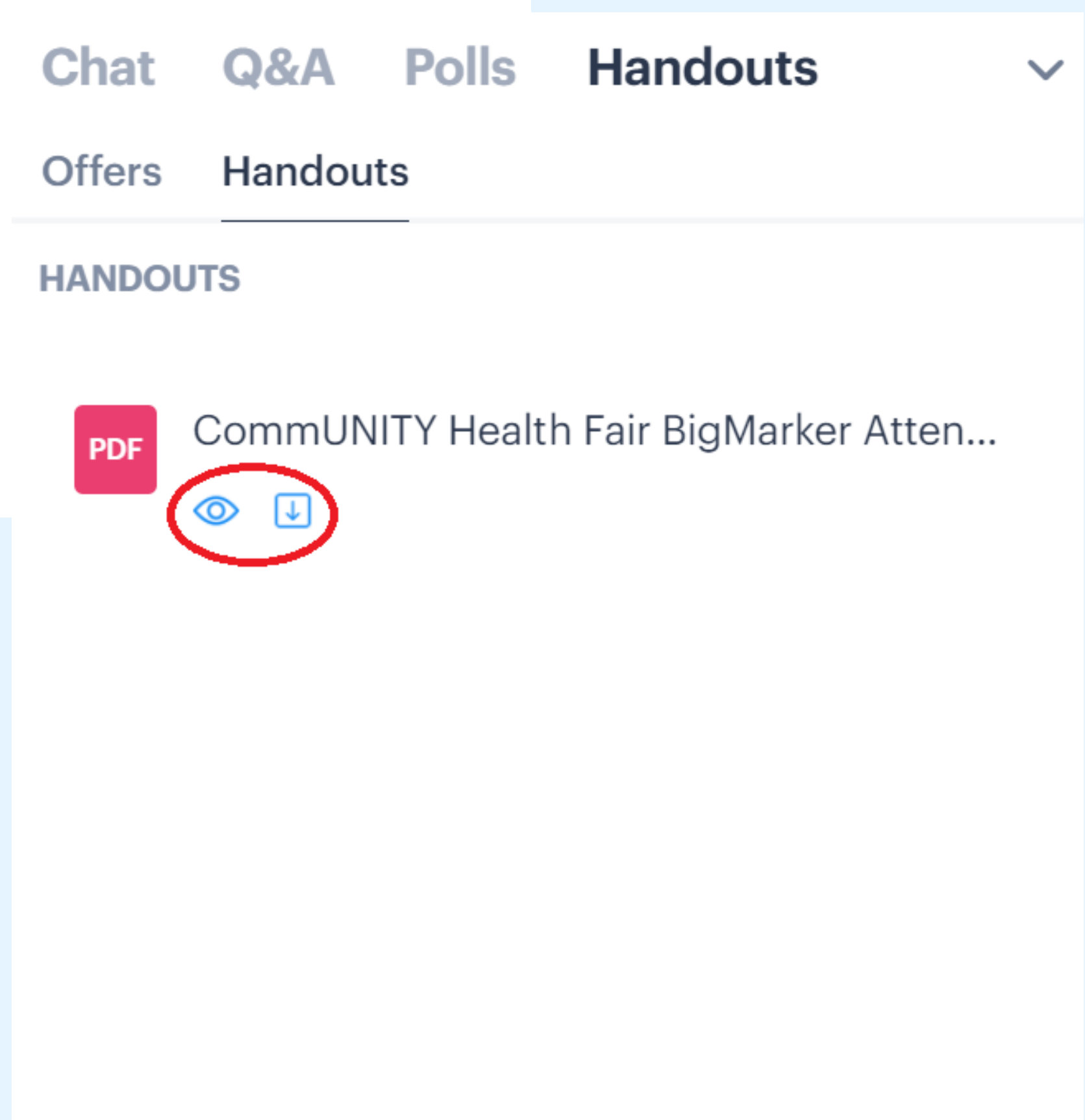
LANGUAGE FEATURE

1. In upper right hand corner above the chat box, next to the help button, click the button with the 3 dots labeled **More**.
2. Click **Select Language** and select your preferred language from the dropdown menu.
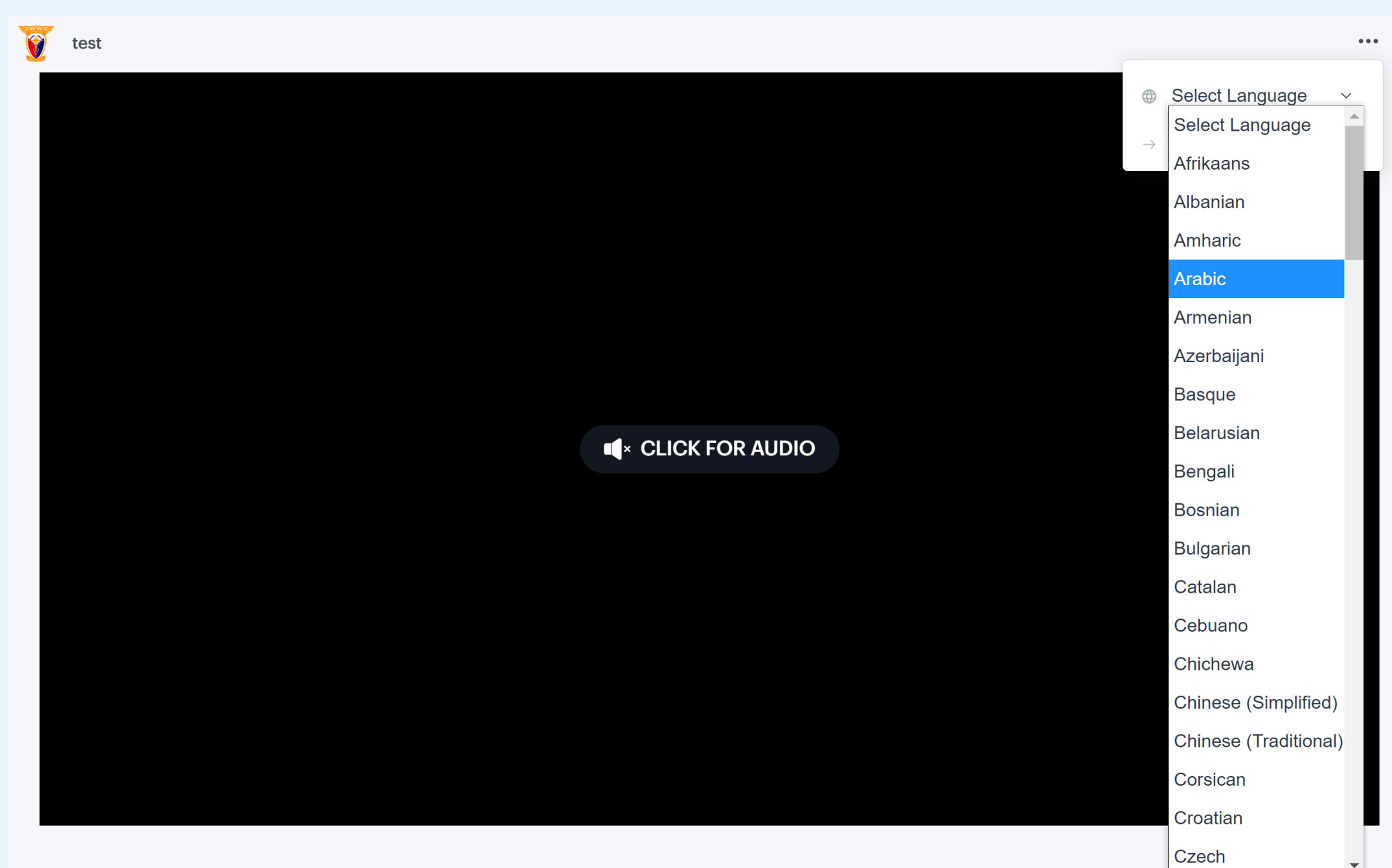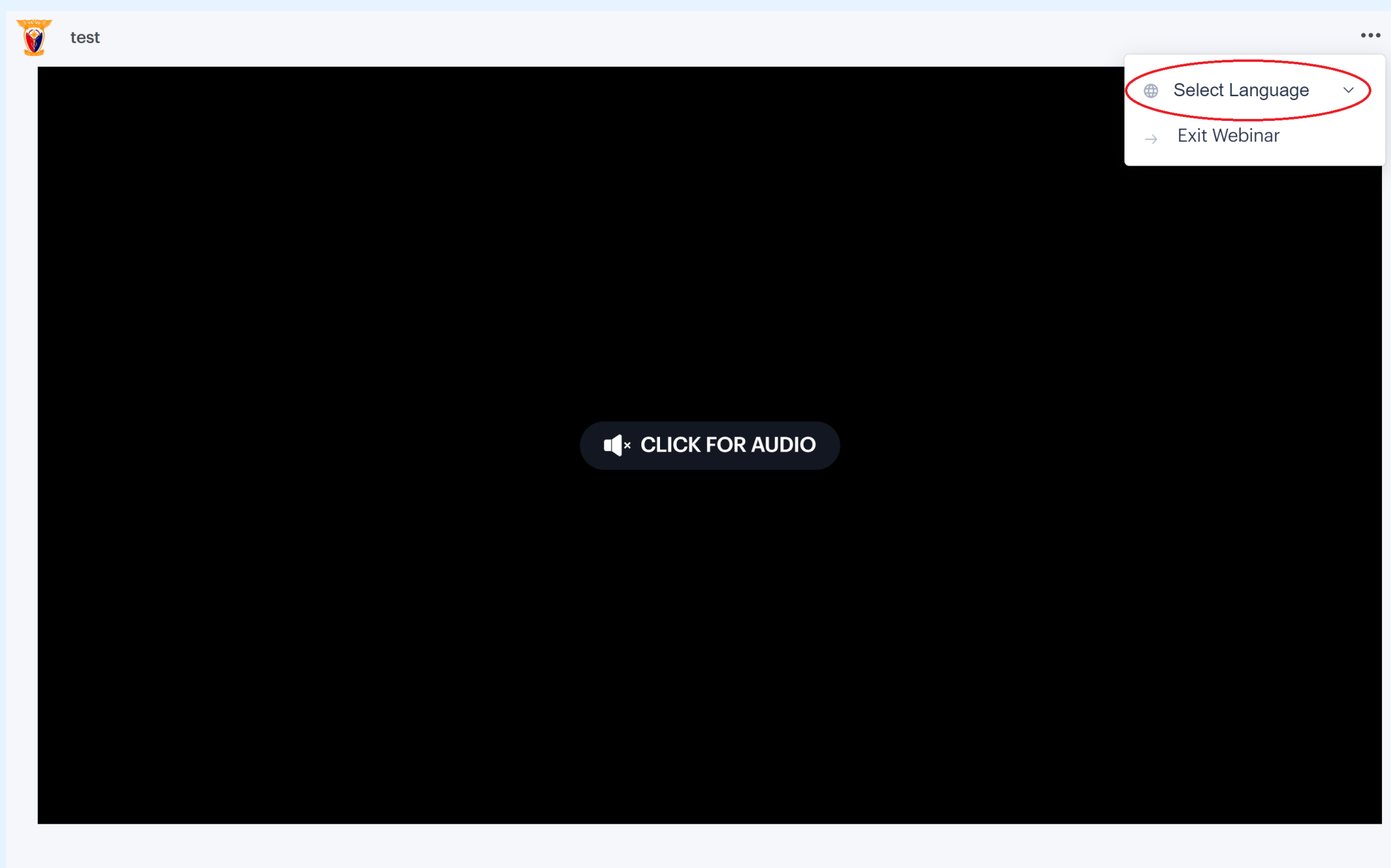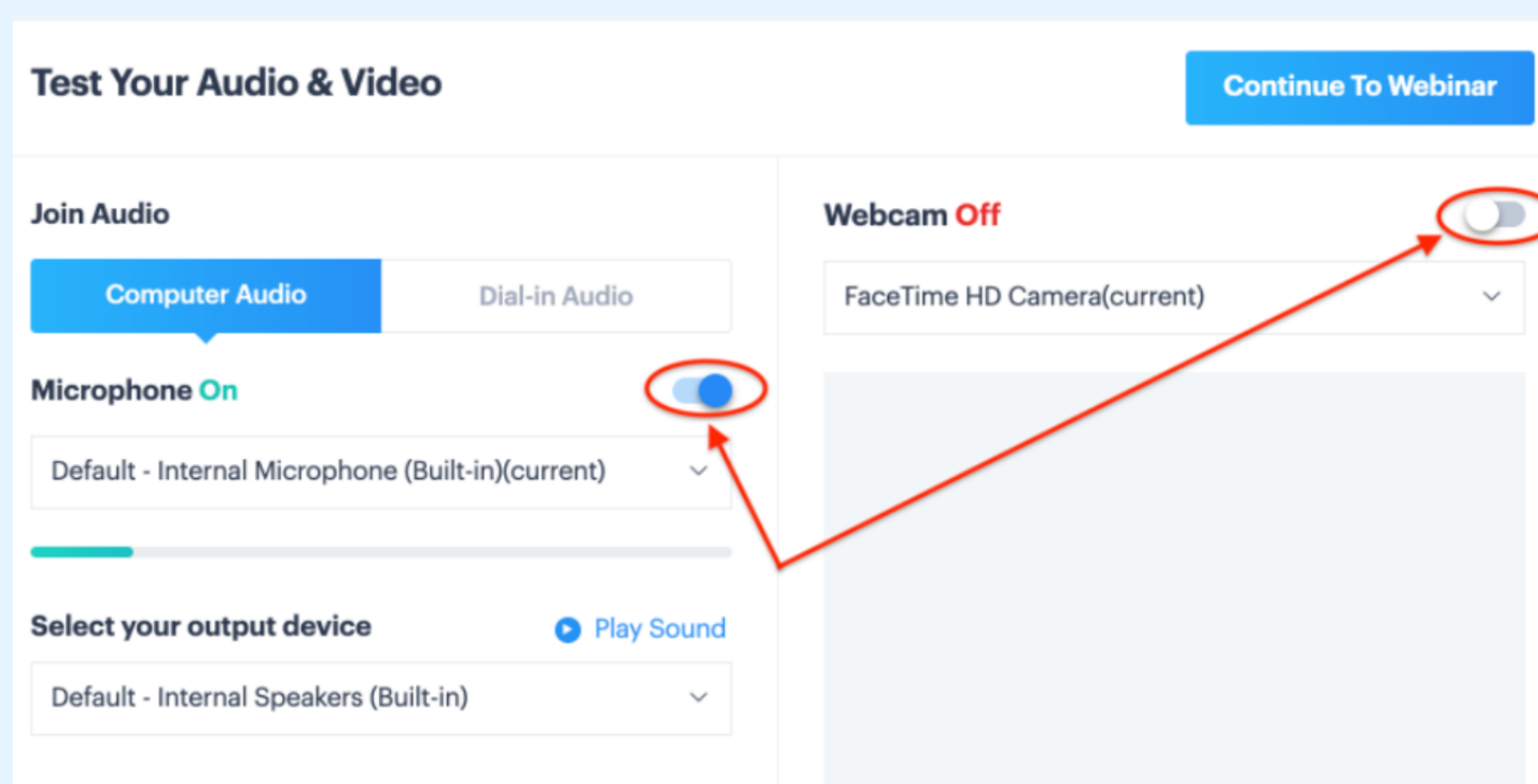
ENABLE MIC AND CAM - HELP DESK

NOTE: You will only be able to share audio and video in the Help Desk webinar

(Entering the Webinar)
1. Upon entering the webinar, you will be prompted with a demo test screen. You can test both here, as well as switch to your external mics or cameras.

(Inside Live Webinar Room)
1. In upper right corner of screen, click Mic or Cam buttons
2. You may be asked by Google or Firefox to allow access to your Cam. Click Allow.