ONLINE EVENTS

west
®

Attendee User Guide

CORE CACFP Train the Trainer Virtual Conference

August 6 – August 8, 2019

CORE
CACFP OPERATIONAL
RESOURCES & EDUCATION

PRACTICAL SOLUTIONS FOR CACFP ADMINISTRATION

AUGUST 6-8, 2019
VIRTUAL TRAINING
CONFERENCE
A USDA Funded Project | MH Miles Company

Get Ready for the CORE CACFP Virtual Conference!

- This conference is designed for State agencies to experience what sponsoring organizations will experience when they receive the training.

- The Trainer Success module is designed for you, the State Agency trainer, to aid in sharpening your existing trainer skills.

- After trainer success, put on your sponsoring organization hat! You will experience the CORE modules, excluding Trainer Success, as a sponsoring organization.

- Pacific Zone participants, you will experience the conference welcome and trainer success at the end of day 1. So remember to put on your sponsoring organization hat for the 1st two modules of day 1.

- The content in CORE training is designed based on the minimum Federal requirements.

EASTERN ZONE AGENDA

DATE	START TIME (EST)	END TIME (EST)	MODULE	LOCATION
Tuesday, August 6, 2019	7:00:00 AM	8:00:00 AM	Welcome: Available for viewing in the lobby	Lobby
	8:00:00 AM	8:25:00 AM	Welcome East Coast -Live	Theater
	8:30:00 AM	10:30:00 AM	Trainer Success	Theater
	10:30:00 AM	11:00:00 AM	BREAK	
	11:00:00 AM	1:00:00 PM	Financial Viability	Theater
	1:00:00 PM	2:00:00 PM	EASTERN ZONE LUNCH	
	2:00:00 PM	4:00:00 PM	Budgets	Theater
	4:00:00 PM	5:00:00 PM	Wrap up & Networking	Lounge
Wednesday, August 7, 2019	8:00:00 AM	10:00:00 AM	Management Plans	Theater
	10:00:00 AM	11:00:00 AM	BREAK	
	11:00:00 AM	1:00:00 PM	Recordkeeping & Claims for Reimbursement	Theater
	1:00:00 PM	2:00:00 PM	EASTERN ZONE LUNCH	
	2:00:00 PM	4:00:00 PM	Internal Controls	Theater
	4:00:00 PM	5:00:00 PM	Wrap up & Networking	Lounge
Thursday, August 8, 2019	8:00:00 AM	10:00:00 AM	Serious Deficiency	Theater
	10:00:00 AM	11:00:00 AM	BREAK	
	11:00:00 AM	1:00:00 PM	Corrective Action	Theater
	1:00:00 PM	2:00:00 PM	EASTERN ZONE LUNCH	
	2:00:00 PM	4:00:00 PM	Monitoring & Oversight	Theater
	4:00:00 PM	5:00:00 PM	Wrap up & Networking	Theater & Lounge

PACIFIC ZONE AGENDA

DATE	START TIME (PT)	END TIME (PT)	MODULE	LOCATION
Tuesday, August 6, 2019	7:00:00 AM	8:00:00 AM	Welcome: Available for viewing in the lobby	Lobby
	8:00:00 AM	10:00:00 AM	Financial Viability	Theater
	10:00:00 AM	11:00:00 AM	BREAK	
	11:00:00 AM	1:00:00 PM	Budgets	Theater
	1:00:00 PM	2:00:00 PM	PACIFIC ZONE LUNCH	
	2:00:00 PM	4:00:00 PM	Trainer Success	Theater
	4:00:00 PM	5:00:00 PM	Wrap up & Networking	Lounge
Wednesday, August 7, 2019	8:00:00 AM	10:00:00 AM	Recordkeeping & Claims for Reimbursement	Theater
	10:00:00 AM	11:00:00 AM	BREAK	
	11:00:00 AM	1:00:00 PM	Internal Controls	Theater
	1:00:00 PM	2:00:00 PM	PACIFIC ZONE LUNCH	
	2:00:00 PM	4:00:00 PM	Management Plans	Theater
	4:00:00 PM	5:00:00 PM	Wrap up & Networking	Lounge
Thursday, August 8, 2019	8:00:00 AM	10:00:00 AM	Corrective Action	Theater
	10:00:00 AM	11:00:00 AM	BREAK	
	11:00:00 AM	1:00:00 PM	Monitoring & Oversight	Theater
	1:00:00 PM	2:00:00 PM	PACIFIC ZONE LUNCH	
	2:00:00 PM	4:00:00 PM	Serious Deficiency	Theater
	4:00:00 PM	5:00:00 PM	Wrap up & Networking	Theater & Lounge

Access

You can enter the event beginning on August 6, 2019 at 7:00 am ET or 7:00 am PT to get familiar with the virtual conference environment and to view the welcome message in the lobby.

Take this time to download the participant guides and activity workbook for each day from the Resource Center.

- As an attendee, you will be able to enjoy a unique, interactive learning experience from the comfort and convenience of your home or office.

- You can find everything you need to access the event in the Registration Confirmation email you received upon registration.

- To make sure your computer, internet connection, and sound are ready to go, take a moment to test your system or device in advance.

Group Participants (watching with colleagues)
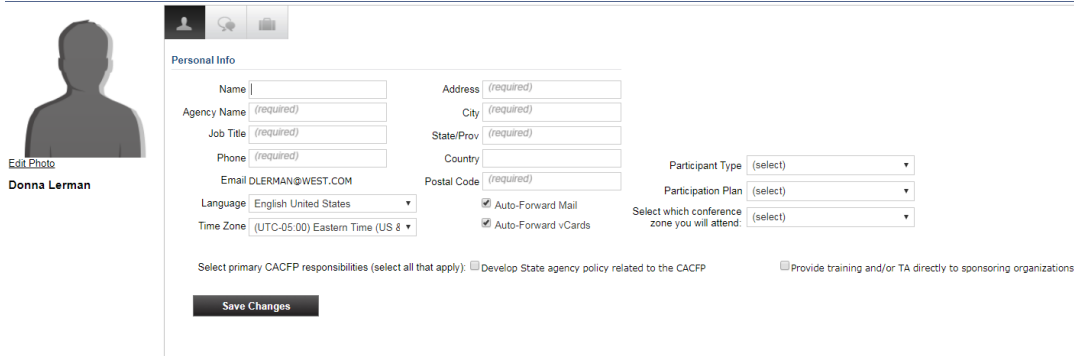
Please find the links you will need for second screen.
You can use these links on your phone to participate in chats and access surveys for the webcast if you are watching in a group.

Webcast	Time	Second Screen Link
Tuesday, August 6, 2019		
Welcome & Trainer Success	8:00 am EST / 5:00 am PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338607
Financial Viability	11:00 am EST / 8:00 am PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338608
Budgets	2:00 pm EST / 11:00 pm PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338609
Opening & Trainer Success	5:00 pm EST / 2:00 pm PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338610
Wednesday, August 7, 2019		
Management Plans	8:00 am EST / 5:00 am PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338611
Recordkeeping & Claims for Reimbursement	11:00 am EST / 8:00 am PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338612
Internal Controls	2:00 pm EST / 11:00 pm PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338613
Management Plans - Session 2	5:00 pm EST / 2:00 pm PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338614
Thursday, August 8, 2019		
Serious Deficiency	8:00 am EST / 5:00 am PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338615
Corrective Action	11:00 am EST / 8:00 am PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338616
Monitoring & Oversight	2:00 pm EST / 11:00 pm PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338617
Serious Deficiency - Session 2	5:00 pm EST / 2:00 pm PST	https://onlinexperiences.com/Launch/SS.htm?S=72634&E=338618

Your Profile

The Profile is where you can customize your information, access documents, and view your connections.

To edit your profile, begin by clicking "Profile" in the upper navigation at any time. Your profile contains your name and several other fields that you may have filled out upon registering.

You may choose an image to help identity yourself during the event (select from a list of stock images, or upload your own photo). Filling out your profile completely and accurately will help you while networking with attendees in the event.

The briefcase is located within your profile under the third tab. This is where you may retrieve documents and links that you have saved from the Resource Center, sponsor spaces, presentations, or meetings.

Communication

If you receive an email, Vcard, chat request, or announcement, you will be notified via a communication bubble that will display in the upper right hand corner of your screen. By clicking on the communication notification, you will be taken to the indicated item.

There are 3 types of private communication:

1. Email messages –The notification will display you have an unread email. Click on the notification window to view.

2. Chats – If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

3. vCards – The notification will display you have a new vCard. Click on the notification window to view.

Lobby

After logging into the event you will be taken to the Lobby area.
From the Lobby, you can visit the main areas of the event by clicking on their listing or utilizing the navigation bar.

1. Search: You can use the search feature to find attendees, sponsors, documents/links and presentations/webcasts within the event.

2. Navigation: Access the different spaces in the event.

3. Lobby: You can return to the lobby by clicking on "Lobby" on the top toolbar.

Theater

Navigate to the Theater tab to view the sessions.
Clicking on a session you will see more detail on content & speakers.

Lounge

The Lounge is a great place to communicate and network with attendees, and the CORE team during breaks.
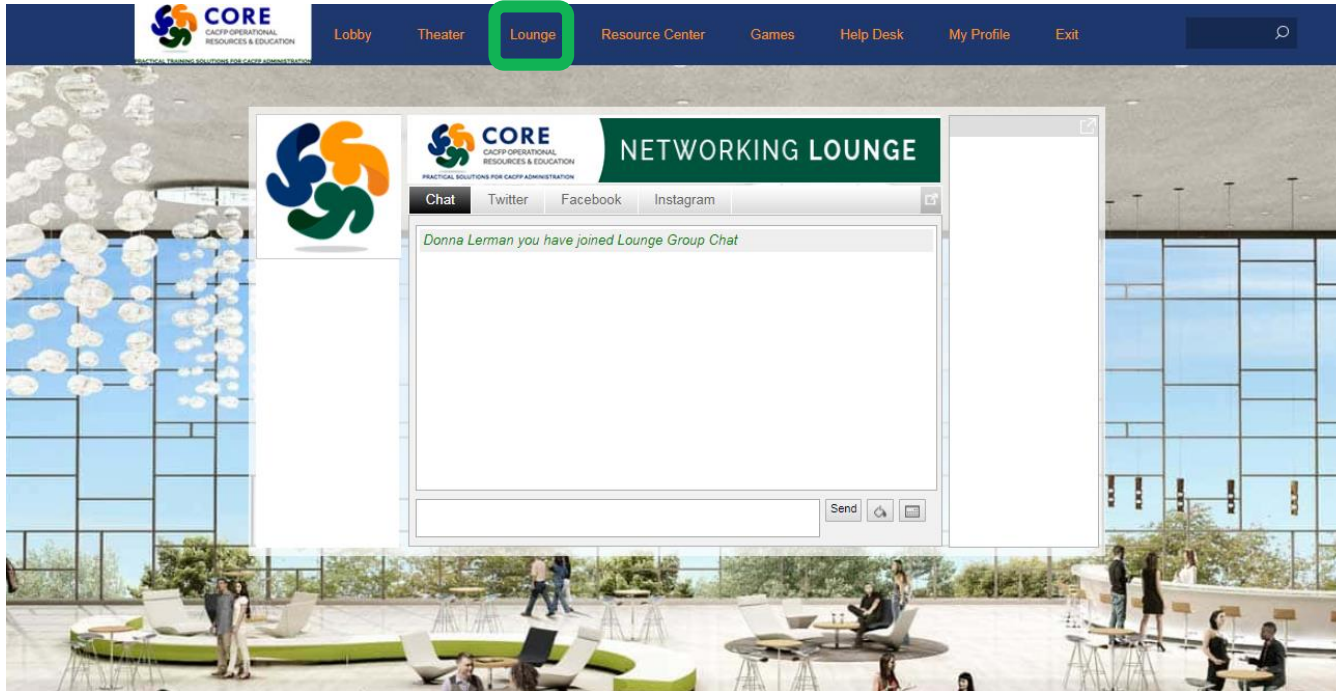

Join the public chat and network with State agencies, FNS and the CORE team.

The Twitter, Instagram and Facebook feeds allow you to interact live from the event and share your experience.

Resources

The Resource Center is your digital library to browse content by subject across the different areas of the event.
Select the content for immediate viewing or save to your briefcase for review or download at your convenience.
The CORE participant guides and other resources are located in the Resource Center.
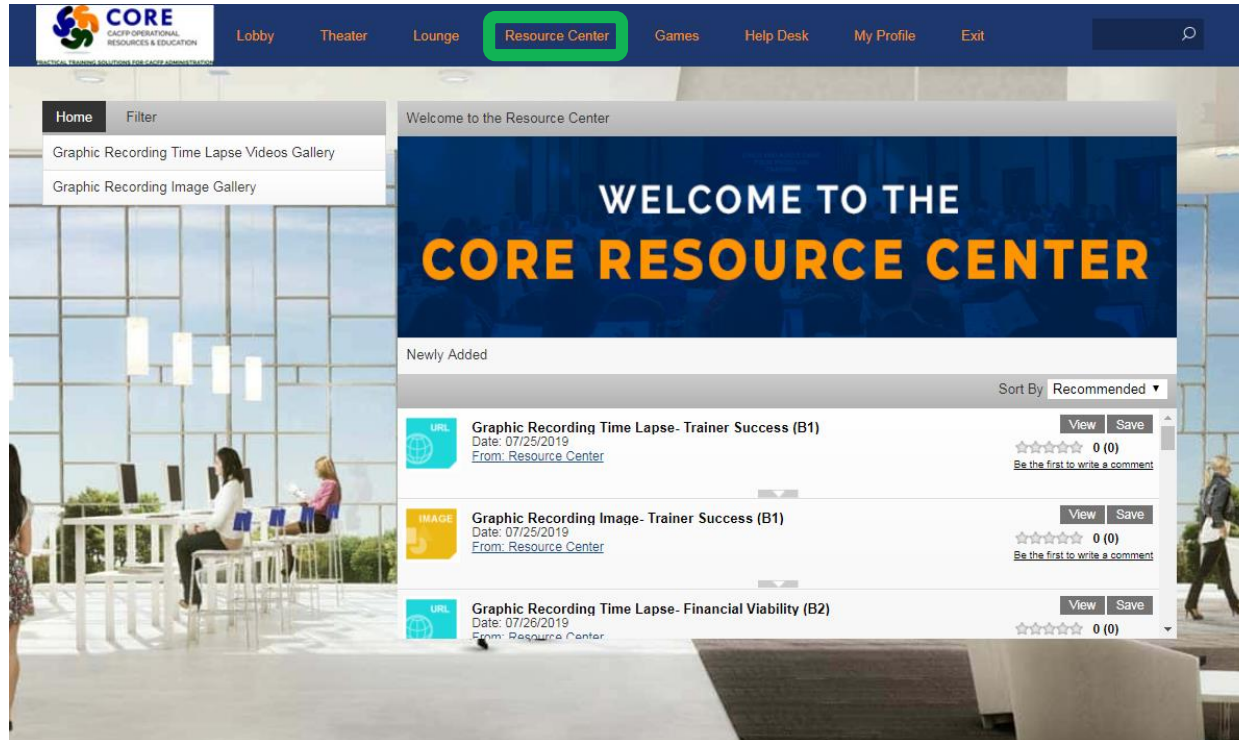

Filter: Categorize resources by subject matter.

View/Save: View a document. Or save a document to your briefcase for review at your convenience.

Briefcase: Saving to your briefcase is not the same as saving the document to your computer. Please click on 'Download' in your briefcase to do so.
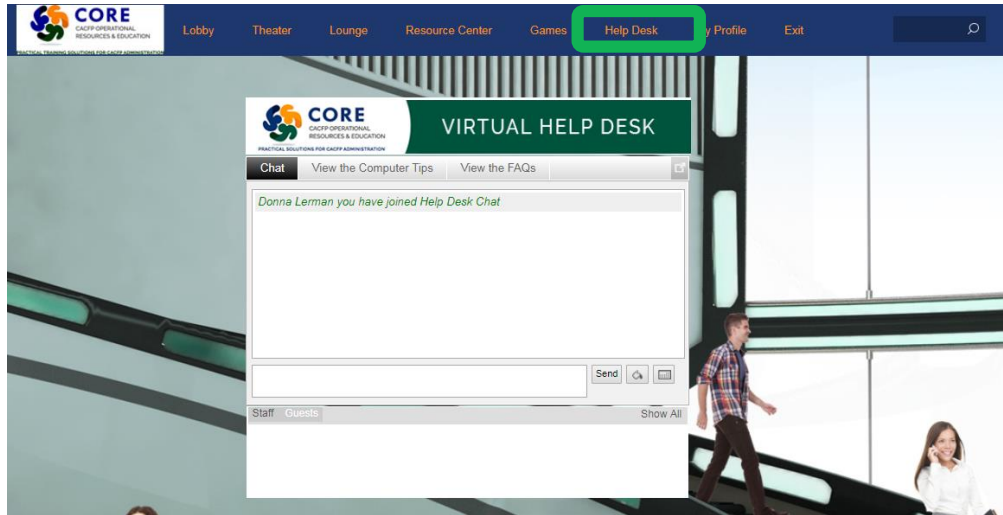
Games

Enjoy the CORE inspired games during breaks and compete with other virtual conference attendees.
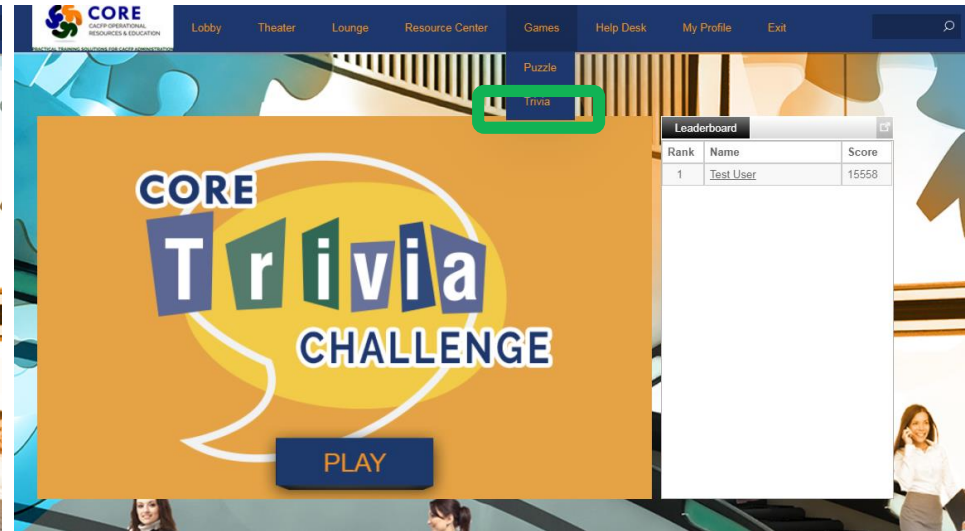
Help Desk

The Help Desk is available for any technical support issues you have while interacting in the virtual event. There are helpful resources available to you such as guides, FAQs, and support documentation to aid in troubleshooting support requests.


Chat: Will allow you to chat with West support staff available to help assist with any questions you may have.

Email: If you have additional concerns after live support has ended, you can email the West support box at eventsupport@inxpo.com.

Computer Tips: Available to view helpful resources in troubleshooting potential issues such as chat or communication problems, security prompts, FAQs, etc.

Sounds of the Event

The event uses audio to notify you when certain events occur.
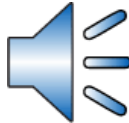This is especially helpful if you are logged into the event but are working in another application.
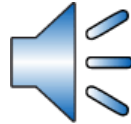
Communication Received

You will hear this sound when you receive a new Email, chat request or VCard Click on the icon at the left to play the sound.

Chat Accepted

When someone responds to a chat request that you initiated, you will hear this sound. Click on the icon at the left to play the sound.

Event Support

Live Event Date:

Available On-Demand:

Login Link:

August 6 – August 8, 2019

August 12, 2019

https://onlinexperiences.com/Launch/Event.htm
?ShowKey=72634

Contact Support: eventsupport@inxpo.com

www.inxpo.com

Thank You